



Church Custodian

Job Description

PURPOSE: Responsible to ensure that campus buildings and grounds look pleasant and clean.

QUALIFICATIONS:

- Must evidence a personal relationship with Jesus Christ and demonstrate consistent progress toward spiritual growth.
- Must be a member of good standing and regular tither of Cornerstone Church.
- Must possess the ability to organize and manage complex activities in a timely fashion with attention to detail and accuracy.
- Must have the ability to work effectively with others in a team environment.
- Must be willing to submit to the authority of the Senior Pastor and Church Administrator.

RESPONSIBILITIES:

- Takes responsibility for cleaning all campus buildings as outlined in daily check sheets and work orders from the Director of Facilities/Church Administrator.
- Works with Director of Facilities to do monthly campus walk-through to identify areas needing specialized cleaning or repair.
- Schedules and performs weekly, monthly, and quarterly cleaning projects as outlined in custodial annual project list.
- Works with event coordinator for all event supply staging, setup and teardown responsibilities.
- Uses volunteers/ministry members to support event logistical needs.
- Takes responsibility for overseeing team of volunteers who help with campus cleaning projects.
- Works with Director of Facilities to ensure that facility policies, procedures, and work processes support departmental facility needs.
- Solicits feedback from internal departments to ensure the facilities/maintenance department meets their needs.
- Performs duties the Director of Facilities/Church Administrator requests.

JOB SKILLS SET:

- Experience working with cleaning equipment and materials.
- Communication skills.
- Experience working with volunteers.

EDUCATIONAL REQUIREMENT:

- High school degree or equivalent.
- Experience commensurate to education requirements

REQUIREMENTS

- Must abstain from the intake of alcoholic beverages
- Must follow Biblical directives concerning Christian conduct and holy living.
- Should attend and maintain a relationship with a Sunday School class
- Must maintain regular private devotion
- Attend leadership development and staff retreats when possible

REPORTS TO: Director of Facilities / Church Administrator