

Job Description



Position title:	Custodian	Reports to:	Facilities Director
Exempt/non-exempt:	Non-exempt	FT/PT/Temporary:	Part Time, up to 20 hours/week
<p>Position overview: The Custodian shall maintain an orderly, clean, safe, and secure environment, and support all ministries through effective use of the church facilities and equipment. They will also assist the Facilities Director in the completion of projects/tasks as needed in a timely manner. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16).</p>			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18) • Understanding of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples. (Romans 1:16-17; Matthew 28:19) • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, values, and Statement of Faith. (I Corinthians 12:12) • General computer competence and experience with MS Office. • Attention to detail and strong organizational skills. • Experience in related field is preferred. • Able to work independently, while also working effectively as a team. • Willingness to grow in one's skill level through additional training. • Able to lift 75 pounds and stand/walk for extended periods of time. 			
<p>Primary responsibilities:</p> <ul style="list-style-type: none"> • Complete tasks as assigned by Facilities Director. Tasks may include, but not be limited to: <ul style="list-style-type: none"> ○ General cleaning: vacuuming, sweeping/mopping, trash removal, restroom cleaning, dusting, windows, etc. ○ Operate and maintain all standard cleaning and maintenance equipment ○ Prepare and set up rooms and areas for events, meetings, programs, classes, as directed ○ Open and close facility as assigned to maintain a safe and secure environment ○ Follow all building safety and security guidelines and procedures ○ Maintain orderliness, cleanliness, and safety of all storage areas ○ Shovel snow as needed to meet expectation of excellence and safety • Be observant to maintenance issues and report them to the Facilities Director. 			
<p>Work environment:</p> <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation. • Work is performed indoors and outdoors with some potential for exposure to weather, safety and health hazards related to the use of maintenance equipment and cleaning chemicals. • Evening, weekend, and holiday hours are required. Occasional time off may be granted with prior approval. 			
<p>Compensation:</p> <ul style="list-style-type: none"> • This position is at-will and compensation will be based on experience, competency, and responsibility. • Benefit information, if any, is available upon request, or will be provided when an offer of employment is made. • Resignation is requested in writing to the Facilities Director and Operations Director at least two weeks prior to the date of effectiveness. 			