



FACILITIES CUSTODIAN

The Facilities Custodian is responsible for keeping the church buildings and property clean and orderly. This position will perform set-up and upkeep tasks and is responsible for keeping the campus clean, functional, and appropriately set up for various events.

DEPARTMENT
FACILITIES

REPORTS TO
FACILITIES LEAD

JOB STATUS
PART-TIME

TYPE OF JOB
OPERATIONAL

Personal Responsibilities

- Agree to conduct yourself on and off the job in such a way as to honor Jesus, demonstrative of spiritual leadership, supporting the Code of Conduct policy and a positive representative of Summit.
- Strive for Summit's Team Values of Health, Focus, Generosity, and Achievable Excellence.
- Agree to the Summit Employee Handbook and Policies, without stipulation or contingency because of behavior.
- Attend and support your local church.
- Demonstrates commitment to spiritual growth by spending regular time with the Lord.
- The job description will be reviewed at least annually.
- The job description is intended to reflect the critical elements essential for performing the position. It is not to be construed to be any form of employment contract.

Key Duties:

- Thoroughly clean the building. Check after events and reclean if necessary.
- Inform supervisor when cleaning supplies are low or when equipment or facilities need repair.
- Present a good Christian testimony to those who encounter you at the church.

General Responsibilities:

- Participate in staff meetings upon request.
- Promote Summit Christian Church and its ministries to the larger community.
- Clean restrooms to include toilet bowls, urinals, partitions, tiled walls, mirrors and floors.
- Refill towel, toilet paper, and sanitary napkin dispensers.
- Check all areas for odors. Clean and disinfect as necessary.
- Pick up litter and trash.
- Sweep and mop floors and vacuum and spot clean carpets.
- General dusting and cleaning.
- Clean up after church-sponsored events.
- Clean up accidents as needed: spills, upset stomach, etc.
- Restock chair backs with appropriate church material: prayer and praise request cards, other promotional material, etc.
- Empty trash and sanitary containers.
- Clean windows and glass doors.
- Stack and store chairs; move and store tables; setup chairs and tables as needed.
- Replenish lobby materials prior to weekend services.
- Assist with grounds upkeep and maintenance as directed.

- Perform miscellaneous duties as requested by the Lead Team.

Other Skills/Attributes:

- Self-starter; ability to follow instructions and follow-through on responsibilities.
- Hardworking and conscientious.
- Good natured and friendly.
- Ministry gifts of Serving.

Qualifications:

- Working toward a high school degree or equivalent.
- Sufficient physical ability, strength, mobility and stamina to move, lift, push/pull or carry objects which can reach up to 50 pounds.
- Ability to perform physical labor necessary in cleaning church facilities and maintaining church grounds.
- Ability to work in a fast-paced environment and meet project deadlines.

Summit reserves the right to change job duties at any time. This job description is not designed and should not be construed to include all responsibilities, skills, and abilities associated with the position.

I have read, understand, and accept the above in its entirety.

Signed: _____

Date: _____

Print Name: _____