

**Job Description**  
**Part-Time Custodian**  
*06/01/2021*

**Title:**

Grace Bible Church Custodian

**Purpose:**

To assist the Senior Custodian in cleaning and maintaining the facilities and grounds.

**Qualifications:**

- 1) Personal Character
  - Has a personal relationship with the Lord, Jesus Christ
  - Subscribes to Grace Bible Church's Statement of Faith and demonstrates effort toward sanctification
  - Personally commits to the Grace Bible Church Constitution
  - Able to maintain confidentiality; not given to gossip
  - Personal and family lifestyle consistent with a godly character
  - Will become a member of Grace Bible Church within 180 days, the probation period, if not already a member
  - Works well with others; a team player
  
- 2) Minimum requirements
  - High school diploma or equivalent
  - Knowledge of custodial and maintenance procedures / willingness to learn
  - Able to follow directions
  - Has self-initiative
  - Good people skills
  - Works well under supervision
  - Physically able to perform the work

**Reports to:**

Senior Custodian

**Terms:**

- 1) Compensation d.o.e. which will be reviewed at the end of each calendar year along with a performance review.
- 2) Hours - 20 hours per week Monday through Friday in the evenings (roughly 5.30 to 9.30pm). Working hours should be scheduled to be most convenient for the needs of the staff.
- 3) A new hire/employee shall be placed under a six month probationary period.

**Responsibilities** (including, but not limited to the following):

- 1) Setting up rooms for ministry & special events
- 2) Vacuuming hallways, classrooms, offices & the Worship Center
- 3) Mopping floors in bathrooms, hallways and kitchens
- 4) Replacing paper towels and toilet paper as needed
- 5) Cleaning/sanitizing the restrooms

- 6) Emptying trash, replacing bin liners
- 7) Ensuring building is secured and either empty – or that other staff on site will ensure this- at the end of the day
- 8) Dusting, cleaning windows and surfaces
- 9) Performing basic repairs
- 10) Helping to maintain grounds (lawns, trees & shrubs)
- 11) Aiding with snow removal, as required
- 12) Assisting with preventative facility maintenance
- 13) Assisting Administrator as necessary
- 14) Acting as on-site custodian for ministry and special events as needed (“may” involve occasional weekend work)
- 15) Other duties as required

**Additional Time:**

On occasion unexpected circumstances may necessitate remaining longer than 4 hours in a given day. No Overtime pay is anticipated in this position as the hours worked per week will be significantly less than 40 hours per week.