



## Job Description for Custodian

**Our Mission** - To become a Community of Christ-followers that love God and express His love to others (Mark 12:30-31)

**Purpose of Custodian:** To make the NorthRidge Fellowship facility a clean, safe and effective space for ministry and community use.

### Scope

- Part-Time // Hourly (approximately 15-20 hours per week - job may be split into two smaller roles)
- Primary accountability to Executive Pastor
- Secondary accountability to Ministry Assistant

### Commitment

- Strive to walk in personal relationship with Christ and exhibit a godly life
- Be a servant leader - A team player with a positive attitude
- Attend worship regularly and be involved in a Small Group
- Agree to abide by the Staff Conduct Handbook
- Maintain regular hours as agreed upon with the Executive Pastor
- Attend the monthly calendar/building walk through staff meeting and other meetings as needed

### Responsibilities

- **Cleaning:**
  - Clean hallways, entryways, offices and common spaces on a weekly basis
  - Monitor all classrooms and clean as needed on a systematic basis
  - Clean restrooms including toilets, sinks, mirrors, and replenish supplies three times per week
  - Empty trash throughout the building three times per week and carry to dumpster
  - Mop hard floors on a weekly basis
  - Spot clean carpet stains regularly and schedule professional carpet cleaning annually
  - Ensure building is ready for weekly programming and Worship Center is ready for Sunday services
- **General:**
  - Perform regular walkthroughs of the building and communicate concerns to appropriate staff
  - Oversee inventory of cleaning supplies and equipment
  - Select and manage relationships with contractors and vendors for ongoing needs and special projects
  - Give input to building usage policies and procedures
  - Give input to long range campus improvement plans to better resource ministries
  - Participate in all church initiatives and other duties as assigned

### Essential Characteristics

- Heart for ministry and desire to serve
- General knowledge of cleaning tactics, supplies and schedules
- Strong initiative, follow through and ability to work independently
- Attention to detail and resourcefulness
- Ability to lift 50 pounds and carry out repetitive motion (vacuuming, window washing, etc.)
- Not affected by cleaning solutions, sprays, etc.