



Deveraux R. Hubbard, Sr. Pastor

Position Title: Part-time Facility Custodian

Hours: Part-time (20 hours per week) **Pay:** \$16 - \$18 per hour

Reports to: Church Executive Administrator

Non-Exempt

The Church Facility Custodian is responsible for the church's janitorial and minor maintenance needs to ensure it is in good physical condition with a clean and neat appearance and smell. A solid working knowledge of general maintenance, housekeeping procedures, and public health and safety measures is a plus. The Facility Custodian must be a Christian (Christ Follower), who is also able to operate appropriate janitorial equipment correctly and safely.

Essential Duties and Responsibilities:

- Responsible for daily, weekly, and seasonal cleaning of offices, hallways and entrances, and classrooms, all involving dusting, mopping, vacuuming, and sweeping; stocking and cleaning bathrooms and kitchens, emptying trash.
- Assists church staff and church members in getting equipment, cleaning, and general preparation for church events.
- Outdoor maintenance jobs include caring for flower beds, shrubbery, and lawns; removal of snow and ice off sidewalks and porches in winter and removing leaves in the fall.
- Set up and breakdown of rooms, tables, and chairs for various events.
- Perform all other related duties as assigned by the Facilities Director.

Professional, qualifications, Skills and Gifts

- Ability to establish and maintain respectful, and productive work relationships with coworkers, staff members, and volunteers.
- Ability to safely perform all job functions without harm to self and others.
- Must meet the physical requirements of lifting up to 50 pounds unassisted.
- Must be able to exercise universal precautions and standards at all times.
- Must be able to operate basic floor equipment, sweepers, scrubbers, buffers, extractors, shop vacs, etc.
- Must be able to follow written and oral job assignments and instructions.

Personality

- Promotes a positive “can do” attitude and working environment.
- Possesses excellent “people” skills.
- Possesses organizational and planning skills to accomplish tasks.
- Possesses a passion for excellence in all things.
- Committed to personal spiritual growth and a healthy lifestyle.

Please submit your Cover Letter and Resume to khubbard@spbaptist.org