



JOB DESCRIPTION

Position: Custodian
Reports to: Facilities Manager
Hours: Part-time (10 to 20 hours per week); evenings and weekends required

Summary of Position:

The Custodian supports the Facilities Manager by helping maintain a clean, safe, and welcoming environment for all building users and by preparing spaces for ministry activities and events. This role helps create an environment where people feel welcomed and can focus on worship, community, and growth.

Essential Duties and Responsibilities:

- Maintain the building and grounds in a clean and orderly condition
- Perform routine cleaning, including sweeping, mopping, vacuuming, and scrubbing floors
- Collect and dispose of trash
- Clean, sanitize, and restock restrooms
- Dust furniture and clean windows
- Assist with room setup and teardown for ministry activities and events
- Monitor and restock custodial and restroom supplies
- Sanitize high-touch surfaces in classrooms, offices, entryways, and common areas
- Lock and unlock building areas as needed for scheduled activities
- Inspect rooms and common areas for cleanliness and safety concerns
- Assist with seasonal and deep-cleaning tasks, including floor care and detailed cleaning
- Respond promptly to spills, urgent cleaning needs, and weather-related messes
- Help maintain outdoor entrances and walkways so they remain clean and safe
- Follow safe procedures for handling cleaning chemicals and equipment
- Report maintenance needs, safety hazards, and repair concerns to the Facilities Manager
- Take initiative in maintaining facility spaces
- Remain calm and gracious under pressure

Education and Experience

- No prior custodial experience required
- Ability to stand, walk, and bend for extended periods
- Ability to lift heavy objects and climb ladders
- Ability to follow instructions
- Commitment to Christ and His church
- Member of Providence Church, or actively pursuing membership

