

# JOB DESCRIPTION

<b>POSITION TITLE:</b>	Custodian
<b>DEPARTMENT:</b>	Building and Grounds
<b>SUPERVISOR:</b>	Daron Burnell
<b>TIME COMMITMENT:</b>	Part-time/4-16 hours per week
<b>FAIR LABOR STANDARDS ACT STATUS:</b>	Non-Exempt PT Support Staff (-30hr/wk)

## Position profile:

The Custodian position at Good Shepherd Community Church exists to maintain a clean, safe and well prepared facility – providing room set up and arrangements for meetings, classroom activities and events; and preparing a welcoming environment for all ministry use.

## Skill set:

- Willingness to work hard
- A teachable attitude
- A servant's heart

## Experience qualifications:

- Cleaning
- Room set up
- Assist ministries with special needs

## Duties and responsibilities:

- Set up and take down for all events as requested.
- Cleaning of offices (trash, vacuum, dusting).
- Vacuuming and cleaning hallways.
- Cleaning/disinfecting drinking fountains, telephone mouthpieces and computer keyboard.
- Inform supervisor of light bulbs out and needed repairs.
- Thoroughly cleaning restrooms on recommended schedule, which will include: toilets, urinals, sinks, floors, mirrors, and the replacing of all paper goods.
- Refresh restrooms during and after events (paper goods, sinks.)
- Be available to assist ministries with special needs as they occur.
- Clean interior windows and doors before and after worship services.
- Carpet cleaning as necessary.
- Take the initiative in cleaning, straightening, and picking up litter and trash throughout the campus.
- Follow set safety procedures.
- Take the initiative with people who are lost or needing directions.

## Spiritual responsibilities:

Ensure that all actions performed within the context of this job position accomplish and further the mission, vision and values of Good Shepherd Community Church.

Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church.

Embrace and strive to live out the staff values of Good Shepherd Community Church:

- The 5 C's – Character, Competency, Chemistry, Calling, Compassion
- Leading the Pack – Worship, Serve, Multiply Disciples, Give, Balance (Up, In, Out)
- Skunkworks – Visionary, Innovating, Risk-taking

**Additional notes:**

- Attend regularly Good Shepherd Community Church
- Participate in Safe Kids training which will include a criminal background check

**Disclaimers:**

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

<b>PROPOSED   REVIEWED BY</b> Daron Burnell	<b>DATE</b>	10/29/18
<b>APPROVED BY</b> Tom Lancaster	<b>DATE</b>	10/29/18