



## **JOB DESCRIPTION**

### **Lead Custodian Full-Time**

Name:  
Supervisor: Associate Pastor of Administration  
Interfaces with All Ministry Departments  
Hiring basis: Full-Time  
Benefits: See current pathway staff handbook

#### **PURPOSE AND PRIMARY RESPONSIBILITIES:**

The Lead Custodian will ensure that the church building is clean, orderly, and welcoming for all who enter. This role involves providing general custodial services, maintaining cleanliness, and overseeing the proper handling of cleaning chemicals and techniques. The Lead Custodian is responsible for creating a clean and organized environment that supports worship and community gatherings. Success in this role requires being observant, respectful, motivated, and committed to excellence in maintaining the church's facilities.

#### **PERSONAL SPIRITUAL RESPONSIBILITIES:**

The custodian must consistently maintain an intimate and personal relationship with God. They must continually support Pathway Church and Lead Pastor in prayer and encouragement and regularly involve themselves in a discipleship environment. They must honor God in this role with an attitude of servant leadership.

#### **LEADERSHIP RESPONSIBILITIES:**

This job involves maintaining the cleanliness of the church facilities by performing weekly duties and spot cleaning in all building public areas, including bathrooms, TWC, and meeting rooms. To achieve this, you will work with other building and grounds team members and church staff to ensure that all areas are cleaned and stocked with necessary items. As part of the job, you will observe proper chemical handling procedures when working with cleaning supplies that may be needed for bodily fluids, which includes wearing the appropriate PPE (personal protective equipment). Additionally, you will assist with event preparations that involve clean up and tear down, take inventory of supplies, and submit requests to reorder items. Another critical aspect of this job is interacting with church staff and visitors in a Christ-centered attitude, being positive, and showing Jesus through self.

#### **POSITION TASKS:**

The custodian must perform the following duties satisfactorily to perform this job successfully. The requirements below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. It is essential to keep the church facility clean, both inside and outside, to maintain its presentability.
2. Prepare the TWC and other rooms for worship services and church events.
3. Be flexible in availability to accommodate the schedule of church activities. This includes staying proactive with the PCO calendar to know the events happening during the week.
4. Follow instructions regarding the use of chemicals and supplies.
5. Move furniture, equipment, supplies, and tools as needed to accommodate ministries, including setting up the facility for weekend services.
6. Take inventory of supplies and submit requests to reorder items.
7. Will be on your feet for several hours, which includes bending down and the ability to lift 30 lbs.
8. Spot-clean carpets, rugs, and upholstery as needed.
9. Blow/vacuum entrance door rugs.
10. Operate cleaning equipment, such as vacuums, buffers, large scrubbers and sweepers, and large equipment such as a floor Zamboni
11. Clean reachable window surfaces inside and outside.
12. Attend all significant church events and be prepared to assist with the event operation as assigned by the direct supervisor.
13. Empty trash in and outside of the facility in all areas daily.
14. Wash rags and other materials weekly.
15. Weekly Staff meetings and one-on-one meetings with the direct supervisor.
16. Anything else assigned by the Associate Pastor Of Administration.

Initials \_\_\_\_\_



**EMPLOYEE ACKNOWLEDGEMENT**

Start Date: \_\_\_\_\_  
Salary Amount: \_\_\_\_\_

I, at this moment, acknowledge the above-listed Position Description as my employment responsibility. I understand that it will be the guiding factor in the evaluation/review process. I intend to follow Biblical principles, the vision of Pathway Church as established by the Lead Pastor and Board of Directors, and all organizational documents. I have received and reviewed the Pathway Staff Handbook to which I will adhere.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**SUPERVISOR ACKNOWLEDGEMENT**

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_