



## **JOB DESCRIPTION**

### **Custodian**

Name:

Supervisor: Associate Pastor of Administration

Interfaces with: Core Lead Team, All staff, Church Congregation, Volunteers

Hiring basis: Full-time

Benefits: See the current Pathway Staff Handbook

### **PURPOSE AND PRIMARY RESPONSIBILITIES**

The purpose of this role is to work in harmony with the Maintenance Tech person to fulfill the vision, mission, and values of Pathway Church. This person helps ensure that the building and grounds are clean, orderly and secure. Other assignments as scheduled to include light maintenance tasks as directed by the Associate Pastor of Administrative. There will be some light setup tasks that will be required to ensure successful ministries. With the mindset of ministry, this person works with the whole staff as a unified team and leads by example through servant-leadership.

### **PERSONAL SPIRITUAL RESPONSIBILITIES**

- Consistently maintain an intimate and personal relationship with God
- Brings spiritual maturity and leads with their gifting with a high level of integrity
- Support Pathway Church's vision, mission and values
- Continually support Pathway Church and leadership in prayer and encouragement
- Regular involvement in a discipleship environment
- Honor God in this role with an attitude of servant leadership and positivity

### **ESSENTIAL RESPONSIBILITIES**

- Maintain and clean all interior/exterior glass doors and glass transoms above doors daily and prior to weekend services.
- Ensure to maintain cleanliness and organization to include room setup, cleaning floors, windows, spot clean carpet and walls; collect and disposal of trash/recycling; maintaining entrances and common areas; cleaning restrooms, replenishing of paper, soap, batteries, etc.
- Perform the room setup as necessary to accommodate the weekly schedule.
- Maintain ordering of all cleaning supplies by following the budget.
- Maintain clean work closets that are organized for the staff and volunteers to use when needed.
- Rotate and wash work clothes and dust mop heads.
- Clean the Worship Center floor and spot clean walls on Monday and Wednesday mornings.

Initials \_\_\_\_\_



- Monthly work on deep cleaning per schedule so all areas are done at least twice a year.
- Maintain date sheets for all cleaning products used by the church in each area they are located in.
- Develop volunteer teams to assist with on-going daily processes especially on Sundays, Wednesday nights, and special events.
- Weekly meeting with supervisor and staff meetings.
- Complete other duties assigned by the Associate Pastor of Administration

### **ESSENTIAL FUNCTIONS**

- A trusted, proven individual with a servant's heart who has demonstrated commitment to functioning in a high-performing team and has follow-through ability.
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- Interpersonal skills demonstrate the ability to work well with others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict.
- Team orientation by demonstrating interest, skills, and success in team environments; promoting group goals ahead of personal agenda; takes responsibility for his or her part in team failures.

### **PHYSICAL REQUIREMENTS**

- The position requires physical abilities to handle repetitive light lifting, climbing ladders, kneeling, standing, and walking for extended periods.
- Able to run custodial equipment.
- Need to be able to lift at least 30 pounds.
- Follow proper lifting techniques.
- Wear appropriate shoes for custodial work.
- The person must present a clean and professional appearance and have an open and positive attitude when working and representing the church.
- Team orientation by demonstrating interest, skills, and success in team environments; promoting group goals ahead of personal agenda; takes responsibility for his or her part in team failures.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- High school degree
- 5 years of Custodial experience

### **WORK SCHEDULE**

- Normal work schedule is Monday to Thursday and Saturday.
- Flexibility is required to work some nights and other weekends days.

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: \_\_\_\_\_