



Job Description

Position	Classifications
Part Time Custodian	Support Staff
	Non-Exempt
Supervisor	Part-Time
Building Manager	[2026]

FUNCTION

This position is part-time with hours on Saturday and Sunday (of approximately 15 hours). The job duties are to maintain all custodial care, the maintenance and upkeep of the church of its internal and external property. It also includes set-up and tear-down of equipment as needed. Some basic security assistance is also part of the job.

ORGANIZATIONAL RELATIONSHIPS

The Custodian reports to and will be reviewed by the Building Manager and relates to all pastoral and program staff and key church lay leaders of major ministry areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES SHALL INCLUDE:

- Ensure a safe, clean and proper order of the building via the Building Care Guide.
- Responsible for opening and locking the building before and after hours as scheduled; this requires punctuality in arrival for work to make the facility available to those scheduled to use the church.
- Maintain the building, performing minor and routine maintenance, such as light bulb, battery replacement and general repairs as needed.
- Perform set-up and tear down of room arrangements as required by scheduling.
- Empty trash and garbage containers, sweep, mop, scrub, and vacuum all spaces in the building.
- Do all cleaning as assigned to assure the accomplishment of all items on the Building Care Guide.
- Report on building and equipment discrepancies to the Building Manager.
- Return all equipment and supplies to their proper location each day. Ensure equipment is clean and ready for the next user.
- Be accessible by cell phone when on duty.
- Maintain neat, professional appearance.
- Take the initiative to perform needed cleaning tasks without specific assignment when schedule is available.
- Restock disposable items and provides manager with inventory data
- Assist in maintaining seasonal grounds work (snow, sidewalks and any litter or debris)
- Assists visiting public and events utilizing the facilities with directions within the building and obtaining and setting up needed equipment
- Providing hospitality to groups using the building and providing basic IT support
- Other duties as assigned.

QUALIFICATIONS, SKILLS AND ABILITIES – Eligibility for this position requires that the person have already demonstrated the following:

- Strongly supportive of North Church’s ministry and mission.
- Demonstrated skill in maintaining confidentiality.
- Have own transportation to and from work at all hours necessary.
- Be a self-starter without daily supervision.
- Follow through on assignments and daily duties
- Basic understanding of IT
- Able to operate light electrical cleaning and maintenance equipment.
- Experience in building maintenance or handyperson work.
- Excellent communication and people skills.
- Constructively handles stress and pressure.
- A strong team-orientation that relates comfortably and confidently to church leadership, peers, and subordinates, cultivating strong, quality relationships for the church and its leaders.

PHYSICAL DEMANDS – The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Able to lift and/or move up to 50 pounds such as cleaning supplies, pails, tables, chairs, carts, salt, trash and bulk furniture. The position will require bending; stooping; kneeling, twisting; sitting; standing; climbing. The employee will sometimes push/pull items and use hand strength to grasp tools and climb on ladders. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION AND/OR EXPERIENCE

- High School diploma required
- Two years of working experience in a custodial/maintenance environment
- Valid Driver’s License