

Position Title: **Church Custodian**

Reports To: Lead Pastor

Job Goal: To provide a clean, attractive, comfortable, and safe building for the church community.

Weekly Hours: 12 – 14

Benefits: Limited retirement contribution, some holiday and leave pay,

Responsibilities: (Include but not limited to)

- Understand the mission, goals, events, and facility needs of the church.
- Perform general cleaning and minor maintenance of the church building; vacuuming, cleaning bathrooms, emptying trash, dusting, cleaning white boards, washing windows, and other tasks.
- Open and close church building on Sunday mornings.
- Work off a ladder without dizziness; load and unload equipment and supplies; carry chairs, tables, and other furniture.
- Oversee budget and inventories of cleaning supplies and equipment.
- Maintain cleanliness of all rooms and perform general pickup outside the building.
- Clear walkways of snow, or organize their clearing for events.
- Request, on a timely basis, maintenance and repairs of building when needed.
- Be flexible for special event cleaning or opening needs.

Qualifications:

- Experience in general cleaning and light maintenance of buildings and grounds.
- Demonstrate an ongoing personal faith commitment to follow Jesus Christ.
- Possess good oral and written communication skills; speak clearly, read manuals, write reports, discuss important needs or ideas with staff.
- Ability to work with, and direct, a crew of volunteers.
- Ability to establish and maintain an effective working relationship with staff and congregants
- Maintain neat and clean appearance.

Send resume and cover letter to office@bmccs.org