

[Church name]

Church custodian (sexton)

Job description

Reports to: [the facility manager, church administrator or executive pastor]

Hours: [about 20 hours a week], including some evenings and Sunday mornings, with extra hours around weddings, funerals, Christmas and Easter

Pay: [\$__ to \$__ an hour]

About the job. [Church name] is looking for a custodian to keep our building clean, safe and ready for worship, ministry and the community groups we host. You'll make sure every room is ready before people arrive and put back after they leave, and on a weekday you may be the first person a visitor meets.

Every day the building is used

- Clean and restock the restrooms: toilets, sinks, mirrors and floors, plus soap, paper towels and toilet paper.
- Empty the trash and recycling, and replace the liners.
- Vacuum the entrances and busy walkways, and sweep or dust-mop the hard floors.
- Wipe down door handles, push plates, light switches, railings and the glass on the entry doors.
- Sanitize the toys, tables and changing tables in the nursery and children's rooms.

Every week

- Scrub the vinyl tile floors at the entrances and in the halls, fellowship hall and kitchen, and buff them once or twice a week.
- Vacuum all of the carpet, including the sanctuary, classrooms and offices.
- Dust the pews, chairs, railings, window sills and ledges, and straighten the hymnals, Bibles and pew racks.
- Clean the kitchen counters, sinks, appliances and floor after every meal or event that uses it.
- Clean the offices and classrooms: desks, tables, whiteboards and trash.
- Check the supplies and tell [name] what to order before anything runs out.

Before and after events

- Set up and take down tables and chairs for services, classes, meals, weddings, funerals and community groups, following the event's notes or room diagram.
- Unlock the building and turn on the lights and the heat or air before events, then lock up afterward and check every door and window.
- Get the building ready for funerals on short notice, and for Christmas, Easter and other big days.

Every season

- Clear snow and ice from the walks, steps and entrances before services and events [or call the snow removal company].
- Help with the yearly deep cleaning, or let in the company that does it: stripping and waxing the vinyl tile, deep cleaning the carpet, washing the windows and dusting up high.
- Change the HVAC filters on schedule [if that's part of this job].

Small repairs and safety

- Change light bulbs and batteries, tighten loose hardware, and make the small repairs you're comfortable making.
- Report anything bigger, like a leak, a broken piece of equipment or a safety hazard, to [name] the same day.
- Store and use cleaning chemicals safely, and follow their safety data sheets.
- Keep the supply closet locked and organized, with the mops hung up to dry instead of left standing in the bucket.
- Know where the water shutoffs, electrical panels, fire extinguishers and AED are.

What we're looking for

- Experience cleaning a church, school or other building helps, but we'll train the right person.
- Dependable and trustworthy with keys and alarm codes, and able to work on your own.
- Friendly and patient with members, guests, children and volunteers.
- Able to lift [50] pounds, stand and walk for most of a shift, and use a ladder safely.
- Willing to pass a background check, because the job comes with keys to the building and time in the children's areas.
- [If your church asks this of staff: in agreement with our statement of faith.]

To apply: Send [a short note about yourself and two references] to [name and email] by [date].