

Position: Custodian
Reports To: Facility Manager
Position Status: FTE 1.0
Purpose: The Custodian will serve all duties as required by the church and ensure that the building and grounds are presentable and clean.

Core Roles and Responsibilities:

1. 50% Maintenance

- Responsible for cleaning the building as outlined in daily check sheets and work orders to be assigned by the supervisor.
- Ensuring the facility, (rooms, lobbies, washrooms, grounds, etc.) is always cleaned/tidy.
- Walk through with the supervisor to identify certain areas with respect to specialized cleaning and/or repairs.
- Performs on a regular basis cleaning projects as outlined in custodial annual project list.
- Works with the supervisor to ensure that facility policies, procedures and work processes support facility needs.
- Security checks and secures the building.
- Unlocking (AM) and locking up (PM) building.
- Assist in areas as needed, including but not limited to fixing, installing, and maintaining minor repairs.

2. 50% Room Set Up / Events

- Responsible for arranging meeting rooms with tables and chairs as outlined in daily check sheets and work orders to be assigned by the supervisor.
- Works with the supervisor for all event supply staging, setup, and teardown responsibilities.

Possible Expectations:

- Meet the security and operational requirements of the church.
- Present oneself for duty in a manner conforming to prescribed standards.
- Ready to serve as a committed member of the Foothills staff team.

Position Requirements:

- Compatible with Foothills values and culture.
- A deep commitment to the core values, theology, and initiatives of the C&MA.
- Physically able to lift and move tables and chairs.
- Dependable
- Able to think strategically and look ahead to next shift duties.
- Possess social skills to be able serve ministry and non-ministry groups.

