



## Head Custodian

Peace Church is seeking an experienced Full Time Custodian to join our team. This position is a salaried position based on 40 hour work week with benefits. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and interpersonal skills. The ideal candidate would have custodial experience in a facility over 40,000 sq. feet and experience and knowledge of cleaning methods, materials and appropriate equipment for a variety of cleaning projects. The successful candidate must show attention to detail and be able to work with others to foster an environment of teamwork.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1800. For more information, see [peacechurch.cc](http://peacechurch.cc).

Please see job description below.

Please send cover letters, resumes, and references to [hr@peacechurch.cc](mailto:hr@peacechurch.cc).

Applications are being accepted now.

Full-time, Salary

Pay commensurate upon training and experience.



# Head Custodian

## Function

The Head Custodian ensures that the facilities are cleaned and sanitized in a condition of operating excellence, cleanliness, and safety. The successful candidate will carry out these functions in a helpful and cheerful manner to all who enter or contact the church while meeting the needs of staff, guests, volunteers, and congregants.

This person must be able to lead, coordinate, and schedule the custodial staff as well as our teen setup crew. They must be flexible, responsible, and relate well to other church staff, congregants and visitors.

The successful candidate must be comfortable with the using technology, including basic email communication.

Full-time, Salary.

## Accountability

The Custodial staff reports to the Facilities Director. In conjunction with the Head Custodian, the Facilities Director set the overall work assignments, priorities, and deadlines.

The individual in this position is expected to work independently and should be a self-starter taking the initiative to perform assigned tasks without constant direction and instruction. Because of the nature of the role, the Head Custodian must demonstrate flexibility and be able to handle multiple tasks while maintaining a pleasant and helpful demeanor.

As Custodians have access to all areas of the church facility, staff must exhibit a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

## Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, The Ideal Team Player).
4. Able to work within the organizational structure of Peace Church.
5. Passionate about working with a team.
6. Able to receive feedback with humility and grace.

## Overview

### A. Duties

The following list is designed to give a sense of the duties expected, but the list is not exhaustive and can change as the needs of the church change:

- Cleaning windows and entry doors

- Vacuuming of all carpeted areas of the Church
- Cleaning and sanitizing all restrooms
- Replenishing supplies in restrooms (bath tissue, soap, hand towels)
- Ensure Cleanliness of Commercial Kitchen to maintain Health License
- Lead “Set up Crew” (teens paid to perform larger setups for ministries)
- Emptying trash receptacles throughout the building
- Dusting and wiping walls
- Wiping and polishing water fountains
- Sweeping and mopping all restrooms
- Spot cleaning carpets (as necessary)
- Perform light maintenance including small repairs as skills allow
- Other related duties as assigned

The Head Custodian assists the Facilities Director in assuring that the Church is open according to the published hours of operation and that the facility is prepared for all worship services, bible studies, meetings, rehearsals, and other ministry activities.

The Head Custodian reviews the Staff calendar (via Outlook Calendar) and assures that meeting rooms and other facilities are arranged properly for use prior to the start of the event. To accomplish this task, they will work with ministry heads and other members of the ministerial staff to receive direction on special room set-ups.

Maintains and monitors inventory of cleaning supplies and coordinates with Facilities Director to place orders when necessary.

**B. Education and/or Experience**

- High school diploma or general education degree (GED)
- One to three years related experience and/or training or equivalent combination of education and experience.

**C. Knowledge, Skills, Personal, and Other Required Attributes:**

The Head Custodian must have experience in general cleaning and the proper use of cleaning methods, materials, and equipment.

The Head Custodian must have proficient knowledge & training in the following areas:

- Standard cleaning procedures for chemicals, products, and equipment
- Ability to read and understand labels and instructions, particularly on using and applying cleaning chemicals and products.
- Proficiency in reading, speaking, and writing English language.
- Must show attention to detail and ability to work independently with little supervision
- Must have a valid Driver’s License

**D. Working Conditions**

The Head Custodian position is physically demanding. The Head Custodian must spend the entire time at work standing, walking, lifting, and operating medium-weight cleaning equipment.

The position requires the successful candidate to be able to lift 50lbs and able to manipulate chairs, tables and other furniture without assistance.

E. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.