

Ellettsville Christian Church Custodial Job Description

Position Summary

Ellettsville Christian Church is seeking a dependable and detail-oriented Custodian to help maintain a clean, safe, and welcoming environment for worship, ministry, and community activities. This position plays an important role in supporting the church's mission by ensuring that our facilities are well cared for and ready for regular ministry activities, special events, and Sunday services.

The Custodian works independently to carry out routine cleaning, facility preparation, and light maintenance tasks throughout the church building. While the position offers flexibility in scheduling, responsibilities should be organized to ensure the facility is consistently clean and presentable throughout the week, with particular attention given to readiness for weekend services and events.

Reports To: Senior Minister

Hours: Up to 22 hours per week

Primary Responsibilities

The Custodian is responsible for the overall cleanliness and presentation of church facilities, including:

- Cleaning and maintaining classrooms, offices, hallways, restrooms, kitchens, the auditorium, foyer, and other common areas.
- Vacuuming, mopping, dusting, and sanitizing surfaces throughout the facility.
- Restocking restroom, kitchen, and cleaning supplies and communicating supply needs to the church office.
- Monitoring facility conditions and addressing routine custodial needs in a timely manner.
- Preparing rooms and common spaces for worship services, ministry activities, meetings, funeral meals, and special events.
- Providing spot cleaning and facility support following church events and activities.
- Assisting with room setup and arrangement of tables, chairs, and seating configurations as needed.
- Performing minor facility care tasks such as changing accessible light bulbs and reporting maintenance concerns.
- Coordinating recycling and waste removal as needed.
- Maintaining awareness of the church calendar to anticipate facility needs and priorities.
- Completing other custodial and facility-related duties as assigned.

Qualification

- Prior custodial, janitorial, or facility maintenance experience preferred.
- Ability to work independently with minimal supervision.
- Strong attention to detail and commitment to quality work.
- Good communication and organizational skills.
- Ability to lift, carry, push, and move equipment and supplies, and perform the physical duties associated with custodial work.
- Flexibility to adjust work schedules occasionally to accommodate church events and ministry activities.
- A positive attitude and willingness to support the mission and ministry of Ellettsville Christian Church.

Work Environment

This position involves regular walking, standing, bending, lifting, and other physical activities associated with maintaining church facilities. Work is performed primarily indoors, with occasional outdoor responsibilities related to facility support and event preparation.

Ellettsville Christian Church is committed to providing a clean, welcoming environment where people can worship, grow, and serve. The Custodian is an important part of making that ministry possible.