



Lower Level Custodian

Peace Church is seeking a part-time custodian to ensure that our facility is clean, operational, and prepared for ministry throughout the week.

The Lower Level Custodian is responsible for the lower level of the Peace facility (approximately half of the total facility) as well as providing support to the rest of the facility team as needed. The lower level contains worship venues, large ministry spaces, classrooms, offices, kitchens, bathrooms, and a gym.

The successful candidate will be self-motivated and possess a professional demeanor, positive attitude, and strong work ethic. The successful candidate must have basic cleaning 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.

By ensuring that the facility is clean and operational, this position creates opportunities for people to worship God, hear the Word, and build relationships with others. This is a critical role at Peace Church.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Average 20 hours per week, paid hourly.

Pay Range: \$12-14 per hour.

Pay commensurate upon training and experience.



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Function

The Lower Level Custodian ensures that the Peace Church facility is clean, operational, and prepared for ministry throughout the week.

Part-time, average 20 hours per week.

Accountability

The Lower Level Custodian reports directly to the Director of Facilities.

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 Smart (see Patrick Lencioni, *The Ideal Team Player*).
Humble: A teachable person who can receive direction with humility.
Hungry: A driven person who can be self-directed in their work and joyfully goes the extra mile to ensure tasks are accomplished with excellence.
Smart: A strongly relational, emotionally intelligent person who can relate well to supervisors, other staff, church members, and the general public. In other words, "people-smart."
4. Able to work well independently or with a team.
5. Able to execute tasks without direct supervision.
6. Able to communicate professionally and effectively both verbally and in writing.
7. Able to solve problems.
8. Able to operate standard cleaning procedures, products, and equipment.
9. Able to read and understand labels and instructions, particularly on the use and application of cleaning chemicals, products, and equipment.
10. Able to meet the physical demands of a custodian - standing, walking, operating equipment, lifting (up to 50lbs), and able to manipulate chairs, tables, and other furniture without assistance.
11. Able to professionally handle the responsibility of having access to the Peace Church facility.
12. Able to effectively utilize necessary technology, such as email, text messages, outlook calendar.
13. Education: high school diploma or GED.

Responsibilities

A. Ensure cleanliness, safety, and operational excellence of Peace Church facilities.

Includes such items as:

1. Clean bathrooms, kitchens, classrooms, meeting rooms, offices, and other rooms.
2. Clean windows and entry doors.
3. Vacuum carpeted areas.
4. Replenish supplies in restrooms (tissue, soap, paper towels, etc).
5. Empty trash receptacles.
6. Dust and wipe walls.
7. Perform minor maintenance such as replacing light bulbs.
8. Review church calendar and be aware of upcoming events.
9. Ensure cleanliness, safety, and operational excellence of facilities for scheduled events throughout the week.
10. Open and close building for office hours or events as needed.
11. Assist in room setup as needed.
12. Respond to urgent facility needs as needed.
13. Report accidents, injuries, or necessary maintenance as needed.
14. Maintain equipment and communicate with Director of Facilities regarding equipment and supply inventory.

B. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff.
2. Engage with staff, volunteers, church members/attenders, and guests with kindness and professionalism.