



Position Job Description Custodian

Position Title: Custodian

Reports To: Executive Associate Pastor
(Primary)
Elder of Properties (Secondary)

Effective Date: 01-June-2025

Last Updated: 01-June-2025

Revision #: 2025.1

Purpose

The Custodian is responsible for maintaining a clean, safe, and welcoming environment within the church and associated buildings. This includes general cleaning, minor maintenance, and monitoring facility supplies. The ideal candidate will demonstrate reliability, attention to detail, and the ability to work independently within a flexible schedule.

FLSA Status: Non-Exempt, 12 hours/Week

Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.

Salary Range: \$22/hour

Salary may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.

Essential Functions and Responsibilities

Regular Cleaning and Maintenance:

- Sweep, mop, and vacuum all floors and rugs.
- Clean and sanitize restrooms; communicate supply needs to Office Administrator (soap, paper towels, toilet paper).
- Dust and wipe down surfaces including windowsills, kitchen counters, baseboards, light switches, tables and furniture.
- Clean glass doors and accessible windows.
- Empty dishwasher as needed if used after events.
- Empty trash and recycling bins; replace liners.
- Notify Office Administrator of maintenance needs or safety concerns.

Event Preparation & Support:

- Ensure areas are cleaned and ready for regular weekly events.
- Work in coordination with Office Administrator to stay updated about events and other cleaning needs.
- Provide additional cleaning after larger, special events as necessary.

Exterior Responsibilities:

- Maintain cleanliness of entrances and walkways (sweeping, light snow/ice removal as applicable).
- Water outdoor planters or maintain seasonal displays, as needed.

Inventory & Supplies:

- Monitor and report custodial supply levels to Office Administrator.
- Organize and maintain cleaning closets and supply areas.

Qualifications – Education & Experience

- High school diploma or equivalent preferred.
- Previous custodial or janitorial experience desirable.
- Ability to lift up to 40 lbs and perform physical tasks including bending, standing, and walking for extended periods.
- Self-motivated and dependable.

Working Environment

The majority of the working conditions will be completed on the church campus. Hours worked can be flexible and may be completed outside of typical working hours. Occasional evenings or weekend work may be required based on events. Job requires mainly indoor with some limited outdoor work. Use of cleaning chemicals and equipment required.

How to Apply

Applications can be submitted online at <https://www.sierrapres.com/leadership> or in person at 175 Ridge Road Nevada City, Ca 95959. If you prefer to submit a cover letter & resume via email please send to spcsearch@sierrapres.com.

Contact Info:

Sierra Presbyterian Church, 175 Ridge Rd. Nevada City, Ca 95959

Phone: 530-265-3291

Website: www.sierrapres.com

Approved by:	Date:
Reviewed by:	Date: