

## **Assistant Custodian**

**First Reformed Church**

**August 2026**

### **Employment Details**

This is a part-time hourly position averaging 10-20 hours per week, not to exceed 20 hours per week.

### **Position Summary**

The Assistant Custodian helps create a clean, safe, and welcoming environment that supports the mission and ministries of First Reformed Church. Working alongside the Director of Facilities, this position is responsible for the routine cleaning and care of assigned areas of the church while assisting with facility needs that help prepare the building for worship, ministry, and community use.

### **Spiritual Qualifications**

1. Give evidence of a vital personal relationship with Jesus Christ.
2. Agree with the mission and vision of First Reformed Church: "To give glory to God, to know Christ and to make Him known."

### **Essential Responsibilities**

#### **Routine Facility Care**

- Clean and maintain assigned areas of the church as directed by the Director of Facilities.
- Help ensure church facilities are clean, organized, safe, and welcoming for worship services, ministry activities, and community events.
- Notify the Director of Facilities of maintenance concerns, repair needs, or supply shortages.
- Follow established cleaning procedures and facility standards to provide consistent care throughout the building.

#### **Additional Facility Support**

As time and ability allow, the Assistant Custodian may also:

- Assist with room setup and teardown for worship services, ministries, meetings, weddings, funerals, and special events.
- Lock or unlock the building and secure the facility as assigned.
- Restock custodial, restroom, and kitchen supplies.
- Assist with seasonal cleaning projects and other deep-cleaning needs.
- Monitor and clean facilities following outside building use or rentals.
- Assist with exterior facility needs, including sidewalks, entrances, or snow removal as assigned.
- Provide additional custodial coverage during vacations, illness, or other absences of the Director of Facilities.
- Perform other duties as assigned by the Director of Facilities.

## **General Expectations**

1. Demonstrate the ability to assume a cooperative and supportive role as part of the staff team at First Reformed Church.
2. Be accountable to the Director of Facilities for the fulfillment of assigned responsibilities.
3. Demonstrate a positive attitude, strong work ethic, and attention to detail.
4. Work independently while communicating effectively with staff and volunteers.
5. Take pride in maintaining clean, organized, and welcoming facilities.
6. Be able to perform the routine physical activities associated with custodial work, including walking, bending, lifting light to moderate items, and using standard cleaning equipment.

## **Work Schedule and Supervision**

This is an hourly position with the expectation that the employee will complete the responsibilities of the position in a timely manner and according to the standards set by First Reformed Church. The position operates on a flexible work schedule, with a regular weekly schedule established in coordination with the Director of Facilities to best meet the needs of the church. Reasonable consideration will be given to the employee's personal schedule when possible.

Future pay adjustments may be considered through annual evaluations and recommendations as approved by the Deacon Board.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*