



## Suncrest Family Worship Center Job Description

**Position:** Custodian

**Reports to:** Administrator & Connections Pastor

**Classification:** Non-Exempt, Regular Part-Time Employee, (15 hours/week).

**Prepared Date:** 3/12/2026

### SUMMARY

We are hiring an after-hour custodian. We anticipate the primary evenings to be Saturday, Sunday, Wednesday and Thursday. The Custodian supports the vision of Suncrest Worship by maintaining clean environments and meeting spaces that make it easy for people to connect, relax and be about our mission of helping people find and follow Jesus.

The workflow communication will often come through the Office Administrator who oversees facility usage and is aware of church sponsored and community sponsored events being hosted on site.

### PRIMARY RESPONSIBILITIES AND TASKS

- Upper Building Tasks Include:
  - Carpet – vacuum sanctuary, hallways, and foyer as needed.
  - Sanctuary chairs organized in straight lines – they should already be set up.
  - Bathrooms Cleaned – toilets, sinks, mirrors, mop floors, restock paper towels, toilet paper, soap dispensers.
  - Trashes emptied – bathrooms, main areas, kitchen, etc.
  - Foyer – clean windows & doors, surfaces wiped down, dusted, extra items removed from the credenza.
  - Nursery classrooms and rooms – cleaned, vacuumed as needed, (talk to our Nursery Director about disinfecting toys and other cleaning procedures).
  - Kitchen – cleaned, light organization, floor mopped, towels/dishrags brought home and washed)
  - Restock tissue boxes, soap dispensers, paper towels, toilet paper, etc.
  
- Lower Building Tasks Include:
  - Carpet – vacuum Kid's Church area, hallways, upstairs and downstairs vacuumed as needed.
  - All Offices – trashes emptied, vacuumed as needed, dusted as needed.
  - Wipe down surfaces in high traffic areas, clean windows, doors, & handles as needed.
  - Lower kitchen cleaned, trash emptied, floor mopped as needed.
  - Copy room – trash emptied, floor mopped as needed.
  - Bathrooms cleaned – toilets, sinks, mirrors, mop floors, restock paper towels, toilet paper, soap dispensers)

### Having the Building Prepared for Wednesday Youth & Kids Services

Spot Check:

- Carpets, Bathrooms, Surfaces, Trashes, High Traffic Areas, Kitchen, etc
- Nothing Needs to be Deep Cleaned, but let's make sure things are ready for Wednesday PM Ministry.

### Having the Building Prepared for Sunday Services

The custodian will manage the cleaning schedule to ensure both of our buildings are ready for Sunday gatherings.

### Events:

The hosting group is responsible for resetting rooms and basic cleaning protocols. We will continue to refine this process, but the Custodian is responsible for deep cleaning after events to have the facility cleaned in a timely manner.

### Ordering Supplies:

Most supplies are presently stored in the Janitor Closets in the upper building and lower building. As cleaning items run low these needs are to be communicated to our Office Administrator in order to ensure supplies are ordered in a timely manner. If there is ever any equipment or supplies you need that will make your job easier or more efficient, please let us know and we will make it happen!

### **OTHER RESPONSIBILITIES**

- Attend weekend gatherings to stay connect to the life, ministries, and direction of the church.
- Keep a clear line of communication with our Office Administrator and Lead Pastor regarding cleaning protocols, needs, and schedule.
- Follow Jesus. Love people. Stay about the mission. 😊

### **EDUCATION AND EXPERIENCE**

- The custodian must be physically able to stack and unstack chairs, move boxes & equipment.
- Strong work ethic, eye for detail, and experience cleaning.

### **COMPENSATION**

To be determined – compensation will be based on qualifications determined by the Leadership Board and will be reviewed annually.