



INTERIM PART-TIME CUSTODIAN – JOB DESCRIPTION

POSITION: Custodian

HOURS/WEEK: 20

WORK SCHEDULE: Flexible Monday-Saturday

HOURLY PAY RATE: \$16

BENEFITS: None

REPORTS TO: Position is directly supervised by the Lead Pastor.

START DATE: June 8, 2026

JOB SUMMARY

The interim custodian is responsible for the weekly general cleaning and maintenance of the church building and grounds.

QUALIFICATIONS

At least 16 years old with reliable transportation.

EXPECTATIONS

The interim custodian is expected to have a servant's heart and to view this role not just as a job, but as ministry. He or she is to support the ministries of West Ridge Church by performing all assigned duties with diligence and in a gracious and positive spirit. It is also expected that this person will demonstrate a high level of moral integrity at all times, maintaining a lifestyle consistent with biblical standards. See "Code of Conduct and Character."

ESSENTIAL FUNCTIONS

- Clean all areas of the church, including bathrooms, sanctuary, kitchen, classrooms, offices, and grounds.
- Work with church staff to ensure that all areas are cleaned and stocked with necessary items.
- Interact with church staff and visitors in a respectful, positive manner.
- Perform maintenance, such as changing light bulbs and restocking bathrooms.
- Report broken items and safety hazards.
- Assist with set-up and clean-up for events.
- Take inventory of cleaners and other supplies and submit requests when items need to be replenished.

KNOWLEDGE, SKILLS & ABILITIES

- Attention to detail and high standards of cleanliness
- Ability to lift 50 lbs. and stay on feet for hours at a time
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

SUPERVISION

The custodian reports to the Lead Pastor and is accountable to other pastors and staff. The Office Administrator will be the point of contact for supply needs and event information.



Code of Conduct and Character

West Ridge Church (WRC) is Pastor-led and staff driven with Leadership Team oversight. WRC staff is considered leaders and ministers of the gospel within the church and community, and therefore agree to the following:

1. Develop and maintain a close personal walk with the Lord including:
 - a. Daily devotional time with the Lord.
 - b. Daily dependence on the empowerment of the Spirit.
 - c. Develop a strong marriage and family life. This includes:
 1. Communicating and sharing with your spouse.
 2. Spending time together on days off and when extra time is available.
 3. Keep personal finances in order with no delinquencies.
 - d. Attend all regularly scheduled services in the church. Special services and functions will be required as deemed necessary by the Lead Pastor.
 - e. Maintain a high level of personal integrity, honesty and confidentiality in dealing both with the staff and congregation.
 - f. Maintain a Christian outlook and attitude at all times.
 - g. Maintain loyalty to the staff and church, actively promoting unity within the church.

Signature: _____ Date: _____