

## General Description.

Calvary Chapel of Cheyenne is a body of Christ-followers who are glorifying God by following Jesus. We believe our calling is not to just believe in Jesus Christ, but to serve as living examples of God's presence and grace in the world. We exist to be disciples who make disciples through Holiness and Godly Sincerity, not in fleshly Wisdom but in the Grace of God. Calvary Chapel helps each employee fulfill God's calling and purposes by utilizing their God-given gifts and talents for the glory of God.

The Custodian is a part-time position that works 20 hours per week and is classified as a non-exempt position. This is a cleaning and custodial position whose primary, but not sole, function is to provide cleaning and custodial care of the buildings and properties of Calvary Chapel of Cheyenne, including the main church building and Annex, within the scope and vision of the church. This Custodian will report directly to the Administrator.

## Essential Daily Functions.

1. Clean and sanitize all restrooms, including toilets, sinks, mirrors, stall doors, stall walls, counters, floors, and receptacles.
2. Clean all kitchen areas, including sinks, counters, cabinet faces as needed, and the inside of microwaves.
3. Sweep, mop, vacuum, and maintain all floors throughout the church facilities.
4. Dust and wipe down furniture, counters, windowsills, doors, bookcases, wall hangings, and other surfaces as appropriate.
5. Empty and clean trash receptacles and replace liners throughout the buildings and grounds as needed.
6. Restock toilet paper, paper towels, soap dispensers, kitchen supplies, and other cleaning-related supplies as necessary.
7. Clean mirrors, glass doors, interior windows, entry doors, and other glass surfaces to maintain a neat appearance.
8. Clean and maintain offices, classrooms, nurseries, mother-baby rooms, child care rooms, entryways, hallways, common areas, and the Annex.
9. Clean classroom surfaces, including whiteboards and floors.
10. Report facility repair needs, safety concerns, or supply shortages to the Administrator.
11. Assist with light setup and cleanup for facility use, events, and ministry activities as needed.
12. Help maintain a safe, welcoming, and orderly environment consistent with the church's values.
13. Pray personally for the ministry, staff, volunteers, and attendees, and lead prayer as needed in the course of serving.

## Occasional Functions.

1. Assist with deep cleaning projects, seasonal cleaning, and special event preparation.
2. Clean and disinfect toys, refrigerators, freezers, storage areas, or other specific items as assigned.
3. Other tasks as assigned.

## Preferred Skills.

1. Strong attention to detail and awareness of cleanliness and order.
2. Good organization and communication skills.

## Qualifications.

1. Vibrant growing faith in Jesus Christ demonstrated by a Christ-like attitude.
2. Demonstrates best practices in custodial care, cleaning procedures, and safe use of cleaning products and equipment.
3. Ability to perform physical tasks including bending, lifting, standing, and repetitive movement.
4. Excellent time management skills, ability to work independently, and prioritize work.
5. Must meet the qualifications of a deacon as described in 1 Timothy 3:8-13.
6. Agree with the Calvary Chapel Statement of Faith.