



JOB DESCRIPTION:
CUSTODIAN

CLASSIFICATION:
NON-EXEMPT

WIN:

To present a clean, comfortable and well-maintained facility with a goal toward enhancing the worship environment for members, attendees and guests. The appearance should reflect the attitude, “we care”. The cleanliness of the facility reflects on our attitudes of hospitality and concern for reaching out to our community.

ROLE:

The custodian is responsible for keeping the church facilities clean and tidy before, during, and after services, events and various church activities. Also perform responsibilities as defined in the Custodial Cleaning Schedule to ensure facility is ready for services and events.

GENERAL EXPECTATIONS:

- Is in agreement with Southpoint mission, vision and core values.
- An attitude for excellence and efficiency.
- Ability to use equipment provided by the church
- Ability to work with minimal supervision to get the “job done”.
- Reports to the Campus Pastor or Campus Operations Leader.

SPECIFIC RESPONSIBILITIES:

- Responsible for overall cleanliness of Southpoint Church Facilities.
- Perform tasks as defined in “Custodial Cleaning Schedule”.
- Responsible for cleaning of church facilities including but not limited to: dusting, vacuuming, straightening/picking up, sweeping, mopping, windows, etc.
- Maintain the cleanliness of all bathrooms and ensure they are adequately stocked with supplies.
- Immediately report to Operations Lead any major leaks, mechanical system failures or major maintenance problems.

REQUIREMENTS:

- A self-starter – must work with minimal supervision.
- A team player – must work well with others at all levels of the organization.
- Must show attention to detail.
- Must have good relational skills able to interact with tact and diplomacy.
- Must be open to ongoing training for skill enhancement.
- Must be able to lift up to 30 pounds.
- Must be willing to work weekends, evenings and holidays as needed for events.
- Must be able to spend several hours standing, walking, reaching and bending over.