



Short North Church

Part-time Custodian

Position Structure

Reports To: Director of Welcoming, Inviting and Facilities (Works closely with pastors and staff)

Type of Position: Part-Time

Overtime exemption: Non-Exempt

Schedule: 11 hours per week, Sunday, 11-4pm and Wednesday and Thursday 6-9pm

Some additional work as needed for events. Other times negotiable.

Compensation: \$12-\$14.00 per hour (Vacation/sick time based on handbook and hours worked)

Key Responsibility Areas

- Regular timely attendance during stated or negotiated hours.
- Responsible for the janitorial care of the building. Keep the building clean, attractive and well-maintained, inside and out.
- Attend facilities meetings as needed.
- Ensure rooms are unlocked and ready for meetings.
- Perform any scheduled room set-ups.
- Secure and lock the building.

Primary Tasks within Key Responsibility Areas

- Ability to communicate with staff and volunteers on facility needs and uses.
- Remove all trash from the building.
- Responsible for the cleaning of the church facility. This includes but is not limited to: dusting, vacuuming, straightening and picking up, sweeping, mopping, scrubbing floor, and sanitizing.
- Reports any maintenance issues to supervisor.
- Grounds clean up and shoveling as needed.

Desired Qualifications / Skills / Experience

- High School diploma.
- Dependable, responsible, and self-motivated.
- Some previous experience in a facility housekeeping role preferred
- Energetic and takes pride in keeping church clean.
- Physically capable of carrying out the required activities.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- The ability to work in a team-based environment, as well as individually.
- Attention to detail with a focus on quality.
- Have a relationship with God and a passion for communication that enhances the mission of making disciples of Jesus Christ.
- Considers this position a ministry, not just a job.