



Faith Reformed Church exists to LOVE GOD and LOVE PEOPLE. We practice this by WELCOMING. GROWING. SERVING.

## **Position Description - Custodian**

The Custodian at Faith Reformed Church cares for the church building and grounds. They clean the church weekly in preparation for Sunday morning worship. The Custodian should work to create a clean and WELCOMING environment for the ministries of Faith Reformed Church. Specific responsibilities include:

### **Weekly:**

Dust and vacuum:

Sanctuary & Family Room

Prayer room & Library/hall

Balcony & entrance

Nurseries & hallway

Offices as needed & reception area

Sweep and or mop Fellowship Hall as needed.

Clean all bathrooms and wash around the urinal in the men's bathroom as needed.

Clean Sunday School rooms – empty garbage cans

Haul garbage out to the dumpster (kitchen and bathrooms on Mondays). Put

out the dumpster (if full) and recycling on Mondays ( pick-up is on Tuesday).

Buy supplies and keep items stocked as needed (toilet paper, paper towels, hand soap, etc.) Bay City in Bellingham and Ace Hardware in Lynden.

Dust blinds in the sanctuary and classrooms as needed.

Break down cardboard for recycling as needed.

Change light bulbs as needed.

Attend staff meetings (1 time per month minimum).

**Sunday Duties:** A 30 minute minimum “travel time” will be paid for each trip made to prepare for Sunday Worship and to lock up after worship

**Weekly:**

Open and prepare church building for Sunday morning worship  
Unlock all doors by 8:00 AM  
Turn on heat or open windows  
Turn on lights  
Front and rear outside entry area should be clean and free of debris  
Remove snow at front and rear entry and put down deicer when needed.  
Lock doors and turn off lights/fans after worship and fellowship time (1pm)

**Non-weekly:**

Shampoo rugs as needed  
Arrange for Fellowship Hall and Kitchen area floors to be waxed once a year or more as needed.  
Wash windows (interior and exterior) as needed.

**Relationships:** The Custodian reports to an appointed member of the consistory and is a valued member of our staff and the Property Team!

**Qualifications:** The Custodian should be dependable, responsible, and self-motivated. They should be able to set their own hours and complete their work independently. They should have the physical ability to clean, move tables and chairs, and lift heavy objects (50lbs).

**Hours and Salary:** The Custodian will be paid hourly (\$18-\$23hr DOE). The above listed duties have averaged 10 hours per week.

**Vacation:** The Custodian must provide 2 week notice for unpaid leave. Substitutes (if not church members) will need to be approved by the Property Team.

**Evaluation:** The Executive Team conducts yearly reviews with every member of staff, including the Custodian. The Property Team will provide input to the executive team.

**Additional duties if available- Weddings / Funerals (2-3hrs):**

Open up the church & lock up after the event.  
Put on the heat so rooms are ready for use.  
Set up tables & chairs as needed and put them away afterward  
Make sure all areas are clean after event