

FACILITIES CARETAKER/CUSTODIAN JOB DESCRIPTION

Job Title: Facilities Custodian
Status: Full Time
Supervisor Title: Director of Facilities
Date Prepared/Revised: May 28, 2025

The Facilities Caretaker/Custodian– Maintains the cleanliness and functionality of the entire church facility. This includes daily custodial duties, managing cleaning inventory, and recruiting and training a team of volunteers for facility-related tasks. This role is vital in supporting the overall mission of the church by ensuring a clean and welcoming environment for worship, ministry, and events.

Competencies:

- Deep commitment to spiritual growth
- High level of organization, ability to manage multiple projects and processes
- Independent worker – Self-starter with a strong work ethic
- Ability to collaborate with all departments
- Effective verbal and written communication
- Strong interpersonal skills and high emotional IQ
- Must be able to lift 35 lbs and have complete mobility

Responsibilities:

- Clean all areas of the church, including offices and restrooms.
- Conduct deep cleaning projects on a weekly/monthly basis or as needed.
- Identify and report maintenance or safety issues to the Director of Facilities.
- Manage all janitorial inventory and supplies, including ordering and stocking.
- Ensure facilities are ready for services, events, and meetings, including room and resource setup/teardown.
- Build a volunteer team to assist with facility cleaning.
- Maintain a volunteer schedule and coordinate with ministry leaders to meet facility needs.
- Oversee volunteers and outside Vendors for supplies, repairs, and other measures
- Assist Director of Operations and Director of Facilities with preventative maintenance and repairs.
- Respond to staff-related facility requests.

Holiday and Special Event Coverage:

- To ensure facilities are presentable and operational, working on major holidays and special events will be required.

Key Strengths: Responsibility, Consistency, Discipline, Focus, and Arranger.

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third, and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

To apply, email your resume to kkuhnell@riverscrossing.com