

**Valley Brook Community Church**  
**Custodian Job Description**

**Department:** Facility Department

**Title:** Custodian

**Job Summary:** Responsible for performing various duties to maintain the clean and professional appearance of the Valley Brook church property.

**Hourly Rate:** \$15/hr.

**Position:** Part-time

**Reports to:** Facility Manager

**Job Responsibilities**

1. Ensure that all church areas are kept clean and in proper working order. Clean individual rooms including vacuuming, sweeping and mopping.
2. Assist the Facility Manager in areas as needed, including fixing, installing and maintaining various equipment and materials.
3. Follow maintenance/custodial checklist for daily duties.
4. Report inventory needs to the Facility Manager when necessary.
5. Assist with grounds keeping through all seasons, including snow removal, mowing and Fall clean up.
6. Work with volunteers to accomplish Landscaping and Custodial responsibilities.
7. Maintain a positive and professional attitude while working with guests, volunteers and staff.

Job responsibilities may change, depending on the needs of the church.

**Qualifications:**

- High school Diploma or equivalent.

**Job Requirements**

- Valid Driver's License
- Good verbal communication
- Attention to detail.
- Ability to Multi task.
- Able to lift up to 50 lbs.
- Must be able to sit, stand, bend.