

## **Hopkins Community Church Custodian - Job Description**

Job Title:	Custodian
Department:	Property
Reports to:	Executive Committee
Employment Status:	Part-Time – up to 13 hours per week

### **Summary**

The Custodian position at HCC combines the jobs of both Custodian and Facilities Manager into one. As such, the Custodian is responsible for overseeing the cleaning and general upkeep and maintenance of the Hopkins Community Church (HCC) facilities. The Custodian will be responsible for preserving the good condition of the building, ensuring that facilities are cleaned regularly and that things are generally kept in good working order. This person will work alongside other staff and ministry leaders to implement and move forward the mission of HCC working to connect people to Christ and Community.

### **Expectations and Qualifications:**

- Maintain an active and vibrant personal relationship with Jesus Christ.
- Represents Jesus Christ and HCC in the community.
- Lead by example.
- A desire for ongoing personal and professional discipleship.
- Strong communication, organizational, and leadership skills.
- Ability to multitask, prioritize, and manage time efficiently.
- Demonstrated ability to work on and with a team.
- Goal-oriented, self-motivated, and self-directed.
- Attention to details, able to notice when things are out of place or not working and to handle these situations quickly and efficiently.

### **Responsibilities:**

- Work in coordination with the church staff as needed.
- Good communication with church staff using Church App, text and/or email.
- Oversee and perform regular weekly and monthly cleaning of all HCC buildings.
- Oversee regular maintenance of all HCC buildings and grounds.
- Oversee regular maintenance and upkeep of the church vehicle(s) to include:
  - Check oil, fluid levels and wiper blades and arrange to have the vehicle(s) serviced in a timely manner, when applicable.
  - Check that the mileage log, insurance certificates and proper registration and license plate tabs are kept in the vehicle and are up to date.
  - Ensure the vehicle is inspected prior to all mission/ ministry trips in addition to any and all routine maintenance needs.

- Ensure that the vehicle is kept in a location on church property that discourages vandalism or theft; possibly arranging for the vehicle to be kept off-property.
- Arrange for and coordinate the tear-down and set-up of sanctuary and other church areas as needed for regular ministry and special events, room maintenance, weddings/ funerals, etc.
  - Exceptions to this include special circumstances and emergency situations where the Custodian would not be able to for reasons related to other employment.
- Maintain clean church facilities by performing weekly duties and regular spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchen, and meeting rooms.
- Working with other church staff to ensure that all areas are cleaned and well stocked with necessary items.
- Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Performing maintenance such as changing light bulbs and restocking bathrooms, and making minor repairs when applicable.
- Maintain the HVAC system through proper contracted services and general care.
- Maintain the lighting and electrical systems throughout the church, including the sound system, contracting work or maintenance as required.
- Coordinating building security and maintenance services as needed.
- Assisting with event preparation and clean-up as needed.
- Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished. Custodian may place supply orders as needed with the company the church uses (currently Miner Supply in Grand Rapids).
- Interacting with church staff and visitors in a respectful, positive manner.
- Sweeping, mopping and vacuuming floors.
- Waxing furniture and cleaning fixtures.
- Washing windows (both interior and exterior).
- Disposing of trash and emptying all trash receptacles.
- Keeping buildings free from indoor pests; communication of issues/ infestations.
- Maintaining all cleaning equipment.
- Maintaining inventory of cleaning agents and equipment; communication of ordering needs.
- Ensuring equipment and lights are switched off, and premises are locked after hours.
- Collaborating with contract cleaning services, if applicable.
- Serve as the liaison with routine maintenance and contracted services.
- Create and implement a regular maintenance and utilities schedule.
- Inspecting building structures (main building and any outbuildings) to determine the need for repairs or renovations.
- Plan for and manage projects for large church maintenance needs using volunteers or contracted services with the approval of the consistory.
- Negotiating bids and contracts for third-party workers to be approved by the consistory.
- Provide regular updates to the consistory on behalf of the building and grounds team.

- Attend consistory meetings as needed/requested.
- Review, maintain, and adjust custodial and building Property Team budget lines as needed, bringing all recommendations to the consistory for approval.
- Create and equip an ongoing Building and Grounds team to oversee and assist the Facilities Manager and the church leadership with the management of HCC facilities.
- Set and work toward annual goals.

### **Custodian Job Requirements:**

- High school diploma or equivalent.
- Custodial experience or training may be required.
- Understanding of cleaning techniques and safety procedures.
- Ability to lift up to 50 lbs.
- Ability to pass a background check.
- High attention to detail and organization.
- Strong communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
- Create and cast vision for HCC property and a “Building and Grounds Team”.
- Ability to organize, equip and lead a building and grounds team.
- Heart for equipping and discipling leaders and participants.
- General knowledge and familiarity with building structures and maintenance.

Job Title: Custodian  
Department: Property  
Reports to: Executive Committee  
Employment Status: Part-Time – 13 hours or less per week

The purpose of this document is to provide a clear and comprehensive understanding of the intentions of the 2022 consistory to articulate a job description for the position of Custodian. This document will help to answer future questions regarding the role of the Custodian and provide a framework for potential changes, whether additions or subtractions, from the Custodian job expectations. Any future changes shall be discussed with the appropriate body of oversight and the Custodian before being brought to the consistory for approval.

**CONTRACT**

**Regarding benefits:** there are no benefits associated with this part-time, non-salaried position. While no mention of vacation is placed in the contract, it is not the intent of HCC that no vacation be granted to the Custodian. Vacations are both important and welcome. Communication in advance of said vacation time is requested by the consistory to the Senior Pastor and/or Vice President of the Consistory.

**Regarding professional expenses:** it is the decision of the consistory that any “professional expenses” are to be purchased by the HCC Office Manager through appropriate line items within the budget. Items such as tools and supplies purchased by the church are the property of HCC, to be used for the ongoing maintenance and cleaning of the church and are to remain with the church if the Custodian vacates the position. These items will be purchased by the Office Manager or Custodian using the provided debit card from HCC with receipts turned in to the Office Manager using the proper procedures. The consistory may consider selling items purchased and owned by the church and used by the Custodian to the Custodian at the time of employment termination at the request of the Custodian for the fair market price associated with the “used” status of said items.

**Regarding Expectations and Compensation:** Weekly cleaning is to be done in two parts somewhat at the discretion of the Custodian. The first cleaning should be done early in the week on either Monday or Tuesday, and the second cleaning should be done on either Thursday or Friday. The Custodian is to be paid at a rate of **\$17.50 per hour, up to 13 hours per week for the usual and normal weekly cleaning of the main HCC building and the youth building.** Custodian is required to submit a weekly time sheet to the Office Manager for hours worked. Additional compensation will be given to the Custodian for special events such as church rentals (bridal and baby showers, family gatherings) and weddings or other larger scale events. **Special events/ use of facilities** that occur during the week and on Sundays usually do not require extra time from the Custodian and will not necessitate extra compensation. All other

special events/ use that happen on a weekend (Fridays and Saturdays) and require weekend cleaning outside of the Custodian's normal cleaning schedule shall be compensated at the rate of \$100 and shall not count toward the Custodian's normal weekly hours worked. Consideration will also be given for rentals needing extra time and attention on a case-by-case basis, and paid at the Custodian's current hourly rate of pay.

The Custodian is an employee of the Hopkins Community Church and is subject to all Federal and State withholding taxes.

## **CLEANING SCHEDULE**

During the school year from September to May, the church is used regularly on Sundays for worship and various discipleship ministries in the main building and in the youth barn. Both buildings are also used on Wednesday evenings for discipleship ministries. As such, it is important to be sure to have the church cleaned and ready for these ministry days. Other ministries, such as small group meetings do not require specific cleaning and will benefit from the regular early/ late week cleaning schedule.

**Early Week Cleaning:** Do a walk-through of the facilities (including the Youth Building) and address any timely matters including emptying all garbage, spot cleaning surfaces, restocking and cleaning bathrooms, and sweep/ vacuum/ mop any areas that need it. The facilities shall be ready for any mid-week ministry activities.

**Late Week Cleaning:** The Custodian, at their discretion and depending on the church calendar and any rentals, shall clean the church and have the buildings ready for regular Sunday worship gatherings. Due to the nature of rentals and special events, the Custodian may need to plan on an additional cleaning/walk-through. See "Special Events/ Use" above.

## **WEEKLY TASK LIST - MAIN FACILITY**

This list is comprehensive but not exhaustive; there may be additional things that need to be done that are not listed here.

### **Restrooms**

- Clean/ disinfect toilets and toilet surface areas.
- Clean/ disinfect countertop surfaces, sinks, and faucets.
- Clean glass surfaces.
- Empty trash cans and replace with new liners.
- Sweep floors and wet mop.
- Maintain stock of paper products - paper towels, bathroom tissue, Kleenex.
- Replace misc. items such as hand soap, air fresheners, urinal blocks, etc. as needed.

### **Classrooms, Offices, Work Room, Library/ Consistory Room, Cry Room**

- Empty trash cans and replace with new liners.
- Vacuum.
- Dust/ wipe down surface areas being careful to work around unavoidable clutter.
- Clean all glass surfaces.

### **Nursery**

Special attention given weekly for cleanliness/ disinfecting of surfaces including thorough vacuuming of floor.

- Empty trash cans and replace with new liners.
- Wipe down and disinfect all surfaces.
- Wipe down window sills.
- Clean all glass surfaces.
- Care taken to clean/dust the TV monitor with appropriate cleaning products.
- Vacuum.
- Maintain a supply of paper products in the nursery as well as disinfecting wipes.

### **Front Entry and Foyer**

- Vacuum carpeted areas and runners by front doors.
- Clean all glass surfaces.
- Wipe down/ disinfect tables and stools by the Sanctuary.
- Replace air fresheners as needed.
- Dust/ wipe down window sills and all other surface areas.
- Sweep floors and wet mop.

### **Sanctuary**

- Pick up all leftover papers, wrappers, bulletins, etc. from in between rows of chairs and on the floor.
- Straighten chairs in rows as needed.
- Vacuum.
- Vacuum/ lint roll chairs as needed.
- Dust/ wipe down furniture surfaces (pulpit area, sound booth, etc.)
- Clean all glass surfaces.

### **Multi-Purpose Room**

- Empty trash cans and replace with new liners.
- Reset room to configuration for Sundays unless there are special events or room use.
- Wipe down/ disinfect chairs and round table surfaces.
- Dust/ wipe down all ledges and surface areas.
- Sweep the floor with a dust mop and follow up with a wet mop.
- Clean all glass surfaces.

### **Kitchen**

- Empty all trash cans and replace them with new liners.
- Check supplies for paper towels, trash can liners and dish soap. Restock as needed.
- Maintain a stock of cleaning supplies in the kitchen for use by staff, church volunteers etc.

- Clean/ disinfect all countertop surfaces.
- Sweep tile floor and wet mop. The area mats should be washed occasionally.
- Take home all dirty kitchen towels to be washed, dried and returned to the kitchen.

## **WEEKLY TASK LIST - YOUTH BUILDING**

Do a weekly walk-through, also checking the thermostat/ dehumidifier.

### **Restrooms:**

- Clean/ disinfect toilets and toilet surface areas.
- Clean/ disinfect countertop surfaces, sinks, and faucets.
- Clean glass surfaces.
- Empty trash cans and replace with new liners.
- Sweep floors and wet mop.
- Maintain all paper product stock: paper towels, bathroom tissue, Kleenex.
- Replace hand soap, air fresheners, urinal blocks, etc. as needed.

### **Main Area and Kitchen:**

- Vacuum carpeted areas.
- Sweep floors and wet mop.
- Wipe down all surfaces/ disinfect.
- Maintain a supply of paper products and trash can liners in the youth barn.
- Notify the Facility Manager of any issues that should be addressed. The youth groups are responsible for maintaining the Youth Barn with the same basic “clean up after you use it” expectations that are in place for when a group rents/ uses HCC facilities.

## **MONTHLY TASK LIST**

- Clean windows outside and inside throughout buildings.
- Wipe down restroom doors (both sides) and door handles/ high touch areas.
- Dust mailbox area with feather duster and wipe out any empty mailboxes especially toward the bottom rows that collect dust and cobwebs.
- Remove cobwebs from corners, walls, window areas, overhead cameras, mailboxes, and baseboards throughout buildings.
- This list is suggestive but by no means exhaustive. There may be things not mentioned here that should be cleaned or maintained and the expectation is that this will be worked in naturally by the Custodian.

## **PROJECTS**

There are any number of projects on a variety of scales that will need to be addressed, due to the nature of building maintenance, the current state of the building and on-going projects at the time of the creation of this position. The Custodian will seek updates from individuals who have been involved in building maintenance, upkeep and work to create a project list with prioritization given to those things requiring immediate attention. In the event that special, large-scale projects require a significant amount of extra time from the Custodian, the Consistory shall consider additional compensation.