



Position Description

**Custodian**

April 2017

**Employee Classification:** This is a full-time non-exempt position.

**FPC Mission:** Our mission is to invite all people to say “yes!” to Jesus with their whole lives.

**Purpose:** Responsible for maintaining the appearance, cleanliness, usability, and security of the building, grounds, and property of the Church. Working with church members and staff, help provide the resources needed for the achievement of the church’s mission.

**Accountability:** This position reports to the Supervisor of Custodians

**Job Skills and Requirements:**

- Knowledge of basic HVAC and mechanical functions of a large non-residential building.
- Good organizational and planning skills.
- Regular timely attendance during stated or assigned hours.
- Willingness to respond if available for emergencies.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- Ability to work with volunteers and others in a hospitable and welcoming manner, reflecting the church’s values and mission.
- Willingness to serve with the heart of a Christian servant.
- Vibrant Christian commitment.
- Ability to work in a team environment, with a willing flexibility to ensure church activities are well-supported.

**Responsibilities:**

- Keep the building clean, attractive, and well-maintained, inside and out.
- Along with volunteers, maintain attractive grounds, performing basic functions such as cutting grass, care of flowerbeds, and other maintenance duties.

- Perform minor repairs, including but not limited to masonry, electrical systems, plumbing and immediate temporary repairs in an emergency.
- Set up and take down rooms as needed for classes and meetings.
- Assist in kitchen as necessary, particularly for setup and reset functions.
- Perform other tasks and responsibilities as assigned.