

Job Description:

Position: Facilities Custodian

Reports to: Facilities Coordinator

Type of Position: Part-Time; Hourly

Overview:

The Facilities Custodian will advance the mission and vision of Spring Lake Church by maintaining the cleanliness, orderliness and appearance of both campuses so that the church is a welcoming environment to all.

Responsibilities:**Custodial**

- Maintain a clean environment throughout church buildings including, but not limited to, floors, bathrooms, trash, glass, using mops, floor scrubber, brooms, vacuum cleaners, and cleaners.
- Perform annual floor stripping/waxing as needed.
- Assist church attenders.
- Assist/perform room setups.
- Direct visitors and calls to appropriate person(s).
- Maintain flexibility to adjust hours for events and weekend services.

Building Maintenance

- Perform minor building maintenance and repairs (toilets, touchup walls, etc.).
- Communicate major building maintenance and repairs to Facilities Coordinator.

Requirements:

- Vibrant and healthy spiritual life.
- Member or willing to become member of Spring Lake Church.
- Experience performing basic building maintenance and repairs.
- High work ethic.
- Able to perform physical labor, attentive to detail, good time management
- Ability to work and complete tasks with little supervision.
- Trustworthy and exercise confidentiality.
- Solid team player.