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**Job Title: Custodian and Security Worker**

**Position Type: Part-time** (weekends)

**Reports To: Facilities Manager**

**Position Summary:** The primary functions of this position are to assist with the custodial and security duties needed to ensure the cleanliness of the church property and the comfort and safety of the Congregants.

**Roles and Responsibilities:**

**Custodial Duties**

- Perform custodial tasks on an “as needed” basis to include replenishing restroom supplies, cleaning, and sanitizing restrooms in common areas.
- Ensure all common indoor spaces are clean and presentable.

**Outdoor Maintenance**

- Maintain cleanliness of all outdoor areas of the Church property. These areas include walkways, parking lots, church entrances, etc.
- Remove litter and debris from outdoor spaces.
- Monitor and report maintenance issues or repairs needing to be addressed.

**Event Support**

- Assist with set-up and breakdown of scheduled Church event spaces. These events may include weddings, funerals and events occurring on Sundays after worship service, and other scheduled events as identified.
- Immediately remove spills and other safety hazards that may occur during events.
- Ensure that event spaces are returned to a clean and orderly condition after events.

**Security Support**

- Unlock designated entrances to the Church on Sunday mornings at a pre-established time in order for Worshipers to enter.
- Lock and secure all entrances and exits after all occupants have left the premises.

- Collaborate with Security leadership to implement and follow security protocols.
- Monitor and report any suspicious activities or security concerns.

## **Qualifications**

- Previous experience in janitorial or custodial work preferred
- Must be able to work independently and demonstrate sound decision-making capability
- Strong attention to detail and organization skills are required
- Trustworthy, reliable and punctual, having a strong work ethic
- Must possess good verbal and written communication skills
- Have reliable transportation

## **Physical Requirements**

- Must be able to lift and carry up to 50 pounds.
- The ability to stand, walk, and perform physical tasks for extended periods is required.

## **Other Requirements**

- Must be available to work on Sundays and flexible hours as needed and scheduled on other days during the week.
- A person who is loyal and trustworthy.
- A person who can maintain confidential information.
- A person who is a self-starter who sees what needs to be done and gets it done.
- A person who works well with others.