

Position Title: Part-Time Church Custodian

Church: Marlboro Christian Church

Hours: 15-20 hours per week

Reports To: Sr. Minister

Position Overview:

The Church Custodian at Marlboro Christian Church ensures the cleanliness, safety, and readiness of the church building and grounds. This role includes preparing spaces for worship services, events, and regular activities, as well as securing the facilities after Sunday morning services. Additional compensation will be provided for work related to weddings, funerals, and outside group events.

Key Responsibilities:

Cleaning and Maintenance:

- a. Clean and sanitize restrooms, ensuring supplies such as toilet paper, soap, and paper towels are replenished.
- b. Vacuum, mop, and sweep floors in all areas, including the sanctuary, classrooms, fellowship hall, and offices.
- c. Dust and clean surfaces such as pews, tables, chairs, doors, and windows.
- d. Launder Kitchen clothes, cleaning clothes, and nursery bedding.
- e. Check refrigerators for expired food, spills and ensure they are clean and sanitized.
- f. Empty trash and dispose of waste properly.

Event Preparation:

- a. Set up and take down furniture for services, meetings, and special events as needed.
- b. Ensure that spaces are ready for use by checking lighting, and general cleanliness.

Sunday Morning Responsibilities:

- a. Secure all doors and windows after Sunday morning services.
- b. Conduct a walkthrough of the facility and take out trash and check restroom facilities.

Groundskeeping (as needed):

- a. Perform light outdoor tasks, such as cleaning of main entryways.

Repairs and Maintenance:

- a. Address minor maintenance tasks, such as changing lightbulbs or unclogging drains.
- b. Report larger repair needs to the Sr Minister.

Weddings, Funerals, and Outside Groups:

- a. Assist with setup, cleanup, and facility readiness for weddings, funerals, and external group use.
- b. Compensation for these additional tasks will be provided separately. (must turn in proper paperwork for compensation)

Safety and Security:

- a. Monitor the building for safety concerns and promptly report any hazards.

Inventory Management:

- b. Maintain cleaning supplies and tools, restock when needed.

Qualifications:

- a. Prior custodial or maintenance experience preferred.
- b. Ability to perform physical tasks, including lifting up to 50 pounds and standing for extended periods.
- c. Dependable and self-motivated, with strong attention to detail.
- d. Comfortable working in a faith-based environment and supporting the mission of Marlboro Christian Church.

Schedule:

- a. Part-time, 15 hours per week with flexibility to support Sunday morning responsibilities and occasional events outside regular hours.

Compensation:

- a. Hourly wage based on experience.
- b. Additional compensation provided for weddings, funerals, and events hosted by outside groups.

Additional Notes:

- a. This position is critical to creating a welcoming and safe environment for the church community. The ideal candidate will take pride in maintaining the facilities and serving Marlboro Christian Church with excellence and integrity.