



Custodian - Interior

Reports To: Maintenance Director **Classification:** Part Time/Hourly

Weekly Schedule: Wed-Sun 8:00 a.m. - 5:00 p.m.

Compensation: \$17.00 - \$20.00 per hour; based on experience and qualifications

First Baptist Lodi Mission

To Make (*Evangelism*), Mature (*Discipleship*), and Mobilize (*Ministry*) disciples of Jesus Christ who loves the Lord above all else (*Worship*) and share His reality with the world around us (*Mission*).

Ministry Focus

- Seeks to glorify God through the stewardship and care of the church property and its congregation.
- Assists the Maintenance Director in the efficient and effective execution of facilities maintenance and custodial work.
- Helps to ensure the excellence of the church in all areas of cleanliness, appearance and safety.

Key Responsibilities

Facility Cleaning and Maintenance

- May share duties with Custodian - Exterior and Grounds
- Ensures proper cleanliness and set-up of rooms prior to events, and subsequent clean-up and takedown.
- Regularly refers to church calendar to plan, coordinate, and execute facility/room and resources (tables, chairs, equipment, etc.) are available and in proper working order for the event.
- As required, open campus at the start of the day and ensures that it is closed and secured at the end of the day.
- Notify Maintenance Director of needed janitorial supplies, assisting with proper inventory for church needs. Anticipating additional inventories for higher demand seasons.
- Work with Facilities & Grounds Maintenance Team on projects as required.
- Perform regular duties including, but not limited to:
 - Restocking supplies
 - Collecting trash and recyclables.

- Clean and maintain floors, walls, and surfaces throughout the facility using industrial cleaning equipment and supplies.
- Clean and maintain all furniture including buffing and polishing surfaces.
- Clean windows and other glass or reflective surfaces.
- Clean and sanitize bathrooms.
- Assist with maintaining and repairing facility equipment and furniture at the direction and under the supervision of the Maintenance Director including painting/touching up walls and surfaces as needed to maintain a clean and well-maintained appearance.
- Work in a fast-paced environment, often under tight deadlines, and prioritize tasks accordingly.
- Ensure the facility is clean, safe, and well-maintained at all times.
- Report any maintenance or repair issues to Maintenance Director, Community Life Pastor, or appropriate staff.

General Tasks & Responsibilities

- Available to work days, nights, and weekends as required.
- Assist with the acquisition, maintenance, and supervision of all Janitorial, and Repair & Maintenance tools, implements, and equipment owned by the church.
- Previous experience in custodial or facilities maintenance roles.
- Ability to work independently and as part of a team.
- Strong attention to detail and commitment to quality.
- Ability to follow safety protocols and maintain a clean and safe work environment.
- Ability to maintain confidentiality and handle sensitive information.
- Assist with planning, implementing, executing other church-wide events as required.
- Promote a positive, Holy Spirit-led, Biblically based work environment.
- All other duties, responsibilities, and tasks as required and needed during the course of ministry or the needs of the Pastors and Staff.

Education, Characteristics, and Requirements

Education & Spiritual Characteristics

- High School Diploma is preferred but not required.
- 1-3 years of relevant job experience preferred.
- Basic understanding of computer-based apps and programs (such as Microsoft Office suite, Apple programs, and church specific programs).
- Exhibits servant leadership qualities and the humility to do any job regardless of size or importance.
- Exhibits Godly Wisdom & discernment and is actively growing and maturing in their Christian faith.
- Ascribes to the basic Christian doctrine (agrees on the majors) and adheres to the Statement of Faith of FBC Lodi

Job Related Requirements

- Physical Requirements: Ability to sit, stand, move, bend, squat, kneel, and twist on an intermittent or sometimes continuous basis.
- Ability to grasp, push, and/or pull objects (specifically heavy cleaning equipment and supplies), reach overhead, operate a telephone, operate a computer, and lift up to 25 lbs.
- Ability to process written, visual, and/or verbal information.
- Ability to operate basic office equipment and tools.
- Ability move, climb, and stand on a ladder for extended periods of time.
- Knowledge of industrial cleaning and floor care techniques.
- Familiarity with commercial cleaning practices and equipment.
- Physical stamina to perform manual labor for extended periods.