



Custodian

Position Description

Position Type: Part-time, 10-15 hours per week, flexible

Reports To: Pastor Josh Pugsley

Location: Hillcrest Church

Start Date: As soon as possible

Position Summary

Hillcrest Church is seeking a reliable and detail-oriented Custodian to help maintain a clean, safe, and welcoming environment for our congregation and guests. This is a part-time role with flexible hours—ideal for someone who takes pride in keeping spaces neat and ready for ministry use. The Custodian is responsible for routine cleaning, setup for events, and reporting facility needs to church leadership.

Key Responsibilities

- Clean and sanitize restrooms, classrooms, offices, and common areas according to the church's cleaning schedule.
- Vacuum, sweep, mop, dust, and maintain interior spaces.
- Clean exterior glass, entryways, and high-traffic areas.
- Empty trash and recycling receptacles regularly.
- Restock paper products and cleaning supplies; coordinate with staff on ordering needs.
- Set up and tear down rooms for services, meetings, and events.
- Assist with seasonal cleaning and light maintenance tasks (e.g., wiping down outdoor entrances, shoveling/salting walkways).
- Monitor facility conditions and report repair or maintenance needs to church leadership.
- Work with staff and volunteers as needed for larger cleaning or setup projects.

Qualifications

- Experience with custodial or cleaning work preferred, but not required.
- Ability to use cleaning equipment and supplies safely.
- Dependable, trustworthy, and detail-oriented.
- Good time management skills; able to work independently.
- Friendly and respectful attitude in a church environment.

Physical Demands

- Regularly required to stand, walk, bend, stoop, kneel, crouch, or crawl.
- Frequently required to climb ladders or balance.
- Occasionally required to use hands for cleaning tasks.
- Must be able to lift and/or move up to 40 lbs regularly and occasionally up to 100 lbs. Specific vision abilities include close vision, distance vision, and depth perception.