

**CAMPUS CUSTODIAN
FIRST REFORMED CHURCH
SHELDON, IOWA**

"Building God's Kingdom One Life at a Time"

Position: Campus Custodian

Time, Benefits, Mileage: Full-time (40hrs./wk.) position, and health insurance stipend

Schedule: Daily (Sun.-Fri.) and as needed Saturdays

Supervisor: Senior Pastor

Purpose: Providing support to the worship, outreach, discipleship and care ministries of First Reformed Church to build God's kingdom one life at a time.

Commitment and belief in Jesus Christ:

- ✓ Close personal relationship with Jesus Christ
- ✓ Believe that Jesus is both Lord and Savior and died for our sins and rose again
- ✓ Believe in the infallibility of the Bible
- ✓ Believe the points of doctrine outlined in the Apostle's Creed

Qualifications:

- ✓ A track record of documented previous successful employment
- ✓ Prior experience of working well with people

Character:

- ✓ A desire to see people know, love, serve, and grow in Jesus Christ
- ✓ A documented high degree of honesty, integrity, and professionalism with the ability to garner the respect of others
- ✓ A motivated self-starter
- ✓ A demonstrated friendly, courteous, and Christ-like attitude and action

Restrooms

1. Check all restrooms daily and keep them thoroughly clean.
2. During events be at the ready to unplug toilets, mop floors and clean counters for any unexpected mess.

Floors

1. Clean and care for all floors.
2. Keep washable floors mopped and polished as needed.
3. Keep carpets vacuumed as necessary and shampooed twice a year.
4. Carpets should be vacuumed after all events.
5. Vacuum entry rugs weekly and wash as needed.

Ministry and Other Events

1. Be available and visible at midweek services and when there is an event or occasion at the church building, i.e funeral or wedding.
2. Set up for all meetings that may occur, including but not limited to funerals, weddings, anniversaries, birthdays and other occasions when the church facility will be in use.
3. Contact the responsible parties for setup needs for events.
4. Be readily available at all wedding rehearsals and receptions, funerals, anniversary or birthday celebrations and any and all other special events.

Sundays and Preparation

1. Dust all sanctuary furniture weekly, including all musical instruments that are left out and used regularly, including but not limited to piano, organ, and drums.
2. Clean all windows and doors of fingerprints, tape residue, etc.
3. Vacuum and dust all Sunday School classrooms and Youth Group space weekly and keep them dusted and clutter free.
4. Clean and disinfect the Sanctuary weekly and Sunday School classrooms monthly.
5. Be available and visible at Sunday worship and ready to aid as necessary.

Vehicles and Equipment

1. Maintain the church vans with regularly scheduled regular service and repairs at Drenkow Motors, fill fuel tanks, and oversee interior cleaning.
2. Work with the church secretary for van use requests
3. Provide for the maintenance and regular service of outdoor equipment.
4. Purchase fuel as needed for equipment.

Outside

1. Keep the church yard and landscaping well-groomed and free of debris which includes but not limited to mowing and trimming the grass.
2. Work with the Senior Pastor to keep the parsonage yard and landscaping well-groomed and free from debris.
3. Mowing should be completed as needed according to city code and before Sunday morning.
4. Remove snow from all walks and entrances to the church buildings.
5. In communication with the Buildings and Grounds chair, contract and coordinate snow removal from the parking lot before each winter.

Repairs and Purchases

1. Keep all church facilities and equipment in good repair.
2. Conduct light repairs.
3. If a repair will result in charges above \$500 the Chair of Buildings and Grounds shall be contacted to authorize the expense.
4. Order cleaning supplies as needed.
5. Keep an inventory of supplies to a minimum of one month's worth.

6. Conduct an annual walk through with the Buildings and Grounds team to address ongoing facility needs, repairs, and construction.

Lock and Unlock

1. Maintain the door lock-unlock policy set by the Safety and Security and Buildings and Grounds Team.
2. Track the distribution of door keys and electronic access codes with assistance from the church secretary.
3. Arrange for unlocking and locking of all church buildings on a daily basis and as ministry needs and events dictate.
4. Aid congregational members to unlock doors in emergencies.

Other

1. Introduce yourself to new guests at the church building and campus.
2. Dress appropriately for all occasions, especially weddings and funerals.
3. Keep all areas of the church building in order and well organized.
4. Thoroughly clean all church offices at least once a week.
5. Contact the Buildings and Grounds chair regarding abuse of the facilities.
6. Other duties as assigned.

Random inspections will be completed by members of the Buildings and Grounds Team to monitor the cleanliness of the church facilities. Results of these inspections will be communicated to the Custodian.