



Journey Mennonite Church  
**Job description for Assistant Custodian - J@Y**

Reports to: Campus Head Custodian  
Effective: January, 2019  
Status: Part-time (3-5 hours/week on average)

Essential Functions

- Assist head custodian with following duties: cleaning facilities, setting up for events, small maintenance projects, trash removal, opening facility for people

Other Responsibilities

- Put away equipment, prepare facilities for events, other tasks as assigned by head custodian

Schedule

- You will work directly with head custodian to set weekly schedule
- Work is primarily completed M-F
- Weekends are occasionally required for events

Relationship to other staff

- You will work closely with church Administrator
- You will be invited to join staff for all-staff events.



