



Journey@South Hutch
Position: Custodian

Reports to: Administrator

Status: Part-time (10-15 Hours Per Week on Average, preferred 3-4 days per week)

Position Summary:

The South Hutch Custodian will be responsible for general cleaning and simple maintenance in our facility. They will work alongside campus staff to make sure the facility is prepared for all church and community events.

Essential Functions

- General cleaning: bathrooms, fellowship center, worship center, classrooms, office area.
 - First of the week (Monday) 2 hours: spot check bathrooms and stock paper supplies, clean foyer, general pick up.
 - Last of the week (Friday or Saturday) 4 hours: clean all areas to prepare for Sunday.
- Wash windows/doors weekly.
- Blow/sweep debris off sidewalks and shake outside mats.
- Change light bulbs as needed.
- Setting thermostats for scheduled events.
- Record maintenance needs in Facility Maintenance book.
- Purchasing and organizing custodial supplies (toilet paper, paper towels for bathrooms, soap, tissues, cleaning supplies, etc.)
- Consult with the Facility Team on snow removal.

Other Responsibilities

- Periodically check and clean the unused areas and rooms.
- Complete deep cleaning when necessary
- Complete snow removal/salt sidewalks
- Setup for events periodically

Relationship to other staff

- You will be in communication with the church office staff and campus pastor for updates and info on events and rentals.
- Join team for all-staff events and meetings