



**CHURCH CUSTODIAN JOB  
DESCRIPTION  
RALEIGH COMMUNITY  
CHURCH OF CHRIST**

We are looking for a proactive, efficient Church Custodian. The Church Custodian will ensure that all publicly accessible areas of the church are clean and ready for other ministers and the congregation to use. You will change light bulbs (or alert the appropriate person), vacuum, sweep, and clean floors, sanitize surfaces, and restock items, such as toilet paper, paper towels, and other supplies. You may also maintain supply inventory, submit purchase requests, and assist with preparations for events, such as weddings, showers or funerals. Fill baptistry with water prior to baptisms, make sure clean towels are available for all involved, empty and clean baptistry after. Arrive early for all church services, turn on lights, adjust thermostats and stay until everyone is gone, turn lights off, adjust thermostats, make sure all doors are locked and the alarm system is set.

To be a successful Church Custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. You should also be knowledgeable about proper chemical handling and cleaning techniques. All ministers are considered leaders and are required to be faithful in their Christian walk, attend all weekly church events, including, worship, Bible study, etc. ministers as well as other leaders and staff are expected to be faithful stewards and give consistently of their talent, time and financial resources to Raleigh Community Church of Christ. This position requires a very flexible schedule.

**Church Custodian Responsibilities:**

- Maintaining clean church facilities by performing weekly duties and routine spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.
- Work with members and church staff to ensure that all areas are cleaned and stocked with necessary items.
- Observing proper chemical handling procedures when working with cleaning agents,
- Performing maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.
- Assisting with event preparations and clean up.
- Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
- Fill, empty, and clean baptistry and make sure clean towels are available.
- Interact with church staff and visitors in a respectful, positive manner.
- Arrive early, turn on lights, adjust thermostats and stay until everyone is gone, turn lights off, adjust thermostats, make sure all doors are locked and alarm system is set.

*We are a compassionate community of faith reconciling the world by making disciples.*

# *Raleigh Community* **Church of Christ**

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## Church Custodian Requirements:

- High School Diploma or equivalent.
- Custodial experience or training may be required.
- Understanding of cleaning techniques and safety procedures.
- Must pass a background check and pre-employment drug screening.
- Church may give preference to members.
- Strong communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

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*Web: <http://www.raleighcommunitychurch.org>*