



Job Title	Custodian
Reports to	Facilities Manager
Direction of Others	N/A
Created/Updated	August 2026

GENERAL SUMMARY

Under the direction of the Facilities Manager, the Custodian is responsible for maintaining a clean, safe, orderly, and welcoming environment throughout the church facilities. This position performs routine cleaning, maintenance, and building-support duties to help ensure that the church is ready for worship services, meetings, events, and other activities, while demonstrating Lakeview's overall mission and vision to LOVE, FOLLOW, and BLESS.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

- Clean and maintain church buildings, including worship spaces, classrooms, offices, hallways, restrooms, kitchens, and common areas.
- Vacuum, sweep, mop, dust, and sanitize floors and surfaces.
- Clean and disinfect restrooms and replenish paper products, soap, and other supplies.
- Empty trash and recycling and dispose of waste appropriately.
- Maintain and organize cleaning supplies and notify the appropriate person when supplies need to be reordered.
- Prepare rooms and facilities for worship services, meetings, classes, weddings, funerals, and special events.
- Assist with setting up and taking down tables, chairs, equipment, and other furnishings as needed.
- Monitor the building for cleanliness, safety concerns, damage, or needed repairs and report issues promptly.
- Perform minor maintenance tasks within the scope of the position, such as replacing light bulbs, tightening fixtures, or other basic upkeep.
- Help maintain entrances, sidewalks, and other exterior areas as assigned, including seasonal tasks such as snow removal or landscaping assistance when applicable.

- Follow appropriate safety procedures when using cleaning chemicals, equipment, ladders, and other tools.
- Maintain a professional, courteous, and respectful presence when interacting with church members, staff, volunteers, and visitors.
- Protect the privacy and security of church property and information.
- Provide Other duties as assigned.

EDUCATION REQUIREMENTS AND PREFERENCES

A faithful follower of Jesus

High School diploma or equivalent

EXPERIENCE

Previous professional custodial experience preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational and time management skills
- Effective verbal, written, and interpersonal skills.
- Strong ability to be self-directed and motivated.
- Ability to successfully work with a team
- Ability to safely lift a minimum of 50# without assistance

WORK ENVIRONMENT

Church office setting and off-site venues as necessary for special events. The position may require flexible hours, including evenings, weekends, and occasional holidays, depending on the church's schedule and special events.

COMPENSATION

Negotiated at time of hire for 10-20 hours per week. (Specific schedule will be adjusted based on special events as needed in collaboration with the Facilities Manager.)

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.