

## **First Calvary Baptist Church Mission:**

First Calvary Baptist Church is a local Body of Christ that seeks to empower the spiritual lives of the people of Durham and its vicinity. It serves as a community-based congregation serving people of all socio-economic standards, enhancing their quality of life by ministering to the whole person. We are committed to an evangelistic thrust that is centered around the biblical application of the principles and teachings of Jesus Christ.

**EMPOWER. ENHANCE. EVANGELIZE.**

Our Mission is central to who we are at First Calvary. Everything we do arises from our sense of purpose and mission. To accomplish our mission, we take seriously those who are called to be a part of our team. We look for G.I.V.E.R.S., those with a Growth Mindset, Innovative, Volunteerism, Excellent, Relational, and Servant Leaders. We will never sacrifice our culture no matter how good the talent is!

**Position Title:**            *Church Custodian*

### **Schedule:**

Weekdays, varied evenings, and weekends (Part-time, 20-25 hours/week),

### **Education**

High School Diploma required.

**Directly Reports to** - Pastor

### **General Description** •

First Calvary is seeking a Church Custodian that is proactive, efficient, and proficient in maintaining all publicly accessible areas of the church. The Custodian should possess an understanding of proper cleaning methods and ensure that all areas of the church facility are clean and ready for other staff members and the congregation to use.

### **Specific Duties and Responsibilities**

- Maintaining the Church Building and surrounding.
- Arrange the sanctuary, fellowship hall and classrooms.
- Clean the floors - sweep, vacuum, polish, and buff.
- Dust furniture.
- Clean and maintain windows.
- Keep restrooms clean and replenish supplies
- Responsible for opening and locking the church doors on assigned days
- Fill and drain the baptistry as needed.
- Routinely inspect the building for defects and repair as needed.
- Maintaining clean church facilities by performing weekly duties and routine spot.
- Cleaning all public areas of the building, including bathrooms, sanctuary, kitchen, and meeting rooms.
- Work with church members and staff to ensure that all areas are cleaned and stocked with necessary items.
- Set-up, clean up, and break down after events and Church Services.

- And any other duties assigned by the Supervisor or the church.

**Work Environment** • Mostly office • Some off-site work

**Physical Requirements** • Standing (regularly) • Stairs (regularly) • Walking (frequently) • Typing – computer keyboard • Telephone – receive and dial calls • Speaking (regularly) • Hearing (regularly) • Seeing (regularly) • Lifting (up to 50 pounds)