

Job Description: Custodian

[Church Name] · Approved by SPRC [date] · Reviewed [date]

Reports to: [the pastor / the church administrator] — one named person, not “the trustees”

Works with: the board of trustees on building projects and repairs (§2533) **Classification:** [full-time / part-time] · **non-exempt (hourly) Hours:** [] per week · [schedule, including which Sundays] **Compensation:** \$[]/hour, reviewed annually with the budget

Purpose

To keep the church’s buildings and grounds clean, safe, secure, and ready for worship and ministry.

Core responsibilities — FULL TIME (30–40 hrs)

Daily / weekly cleaning - Sanctuary, restrooms, classrooms, fellowship hall, kitchen, offices, entryways. - Trash and recycling; restock supplies. - Floors on a stated rotation [specify: vacuum weekly, mop weekly, wax annually].

Worship and event readiness - Set up and reset rooms for worship, funerals, weddings, and church events. - Unlock and lock the building; arm and disarm the alarm. - Snow, ice, and leaf clearing at entrances and walkways before use.

Building systems and grounds - Change filters, bulbs, and batteries on a schedule; report anything beyond routine to the supervisor and the trustees chair. - Monitor heating and cooling; adjust for scheduled use. - Basic grounds upkeep [or: grounds are contracted — say which]. - Maintain a written maintenance schedule — see the maintenance schedule template.

Safety and security - Keep exits clear and emergency lighting working. - Maintain fire extinguisher inspection records. - Hold and account for keys per the key log; report any lost key immediately. - Maintain safety data sheets for cleaning chemicals kept on site.

At HALF TIME (15–20 hrs) — what changes

Keep: worship readiness, restrooms and high-traffic areas, trash, lock-up, safety checks, and the maintenance schedule.

Reduce or move: classrooms and fellowship hall cleaned after use rather than on a fixed rotation, with **user groups responsible for their own reset** — write that into the facility-use agreement, or it will not happen; deep cleaning becomes seasonal; grounds contracted out.

Name explicitly which **events** are in scope. “Funerals and weddings as scheduled” means overtime — plan for it and budget it rather than discovering it.

At QUARTER TIME (8–10 hrs) — what changes

Keep only: Sunday readiness and reset, restrooms, trash, and lock-up. In practice that is one weekday visit and Sunday morning.

Everything else must be assigned somewhere else in writing: renters and user groups clean up after themselves as a condition of use; grounds and deep cleaning are contracted; a trustee handles filters and bulbs; repairs go straight to vendors.

At this size the church should expect to **pay for what it used to absorb** — the savings on hours reappear as contracts. If nobody has priced that, the quarter-time decision hasn't actually been made yet.

Qualifications

- Able to work independently and keep a schedule without supervision.
- Physical requirements: [be concrete and accurate — e.g., able to lift 40 lbs, climb a ladder, stand for extended periods. State them honestly; they matter for hiring decisions and for accommodation requests.]
- Trustworthy with keys and alarm codes, and comfortable being alone in the building.
- [CHOOSE: experience with commercial cleaning equipment / basic repairs.]

Screening

Background check required before the first day of work — this role has keys and is in the building alone, often when children's or youth activities are also present. [Add Safe Gatherings-type training if the custodian's hours overlap with children's programming or a weekday preschool.]

Working conditions

Regular exposure to cleaning chemicals; occasional evening and weekend work; occasional emergency call-in [state whether call-in is expected and how it is paid].

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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