

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Custodian**  
Department: Facilities  
Job Classification: Part-time  
Approved by: Facilities Director/Campus Pastor

### ROLE

The Custodian performs custodial duties in and around campus facilities, responds to emergency calls for service, works closely with employees to meet the custodial needs of the area, and resolves problems to ensure efficient and safe operations.

### WIN

The environment at each campus is clean and neat.

### RESPONSIBILITIES

- Submit to the vision and direction of the Campus Pastor and Facilities Director
- Schedule, coordinate, direct, and perform routine and comprehensive cleaning of assigned facilities
- Responds to service requests, and is responsible for maintaining an MSDS file
- Maintains inventory and submits written requests for supplies
- Tests and evaluates new supplies and equipment
- Communicates any needed maintenance or repairs to Campus Pastor and Facilities Director
- All other duties as assigned by Campus Pastor or Facilities Director

### REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Maintain a positive attitude about yourself and your areas of responsibilities
- Work cooperatively and cheerfully, maintaining a good rapport with all staff, volunteers, church members, and outside professionals
- Maintain a high level of confidentiality and be sensitive to the needs of others
- Excellent time management skills
- Maintain a high level of excellence in your work habits, and quality of work performed
- Maintain a teachable attitude
- Enjoys working with his/her hands
- Understanding of Google docs
- Likes routine and refining established skills
- Set goals and works toward achieving them on time

### REPORTING

Facilities Director with a dotted line to Campus Pastor