

**JOB DESCRIPTION – CUSTODIAN**  
at Smith Memorial Presbyterian Church  
2420 NE Fairview Avenue  
Fairview, OR 97024  
www.smithmemorialpres.org

**Mission of Smith Memorial Presbyterian Church:**

Our mission is to share the love of Christ and to help people grow and mature in ever-deepening relationships of love. We not only want to transform individual lives, but we also want to help people to work together in community with God to bless this world and our neighbors through bringing hope, healing, and wholeness to all of creation.

**Purpose of Custodian:**

The Custodian is responsible for maintaining the facility in a clean, orderly, and sanitary manner.

**Qualifications:**

1. Loves Jesus and cares about the community.
2. Supportive of the life and mission of Smith Memorial Presbyterian Church.
3. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
4. Physical and mental capability to perform custodial tasks and interact effectively with others.
5. Seeks to demonstrate the Fruits of the Spirit – love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. (Galatians 5:22-23)
6. Willing to undergo a criminal background check.
7. Be a self-starter and proactive in assessing the needs of the facility.

**Responsibilities:**

**Weekly Cleaning**

1. Ensures that the building is presentable and ready for Sunday morning worship services.
2. Sweeps, dusts, vacuums and mops floors according to type of flooring or as needed to maintain cleanliness.
3. Cleans and sanitizes all rest rooms. Ensures toilet paper, towels, soap dispensers are filled.
4. Cleans all surfaces in Sanctuary.
5. Cleans and sanitizes table tops in Fellowship Hall, Upper Room and Library.
6. Cleans all surfaces and sanitizes in Nursery.
7. Dusts furniture in Fellowship Hall, Fireside Room, Halls, Narthex, and Entry area.
8. Empties garbage containers and wastebaskets in all rooms.

**Occasional Building Care**

1. Monitors supplies used/needed and fills out order for more supplies. Restocks areas of need.
2. Buffs and waxes floors as needed.
3. Washes and cleans windows quarterly on a rotating basis or as needed.
4. Maintains stove burners and oven in Fellowship Hall Kitchen for cleanliness and function.

**Hours and Compensation:**

We host a large food pantry on Saturday mornings. So, it is imperative to at least clean the entryway and the bathrooms sometime between 1:00 pm Saturday and 8:15 am Sunday. Other hours during the week can be negotiated. About six to eight hours per week at \$150 per week on a regular basis. Special cleaning projects like a wedding/funeral will be paid an additional amount. (There will be a provisional status for up to 90 days.) **Please email a letter of interest and resumé to [bradbusiek@yahoo.com](mailto:bradbusiek@yahoo.com)**