



NEW HOPE CHURCH

“Connecting People to Jesus and to Each Other”

New Hope Church - Taylor Part-Time Custodian Position

New Hope Church, Wayne, Michigan has planted a church in Taylor, Michigan and needs a part-time Custodian. One Church, Two Locations! Launch is expected April 2019. The New Hope Church, Taylor campus will offer one Sunday worship service at 9:30 a.m. February 2019. Estimated work hours will be 1:00 p.m.– 5:00 p.m. Monday through Saturday. The ideal candidate will be able to work as a member of a team to keep the sanctuary, fellowship hall, hall/stairways, classrooms, restrooms, offices and kitchen clean and orderly. The custodial team also helps with setup and clean up for weddings, funerals and non-church related special events.

Ministry Area/Department	Facilities
Position	Custodian
Accountable To	Facilities Manager
Ministry Target	Church in general
Position Is	Paid: 20 hours per week; \$11.00 an hour
Position May Be Filled By	Approved individuals
Minimum Maturity Level	New, growing or mature Christians
Spiritual Gifts	Serving
Talents or Abilities Desired	Able to perform physical labor necessary in cleaning church facilities
Best Personality Traits	Hardworking • Conscientious • Analyst-dependable or leader-dependable
Passion For	Good stewardship of the facilities God has given the church • Presenting a positive physical appearance of the church in the community
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** as scheduled
2. **Participating in meetings/training:** weekly or bi-monthly staff meetings

Responsibilities/Duties

1. Inform facilities manager when cleaning supplies are low or when equipment or facilities need repair.
2. Keep the supply closets clean and organized.
3. Perform tasks assigned, to make sure custodial team is successful, these may include but are not limited to:

Weekly:

Inside:

- Empty all wastebaskets weekly; more often if necessary.
- Dust furniture in offices, reception areas, visitor center, sanctuary and entrances.
- Vacuum offices and carpeted areas weekly, or more often if needed. Dust-mop, sweep or vacuum other areas as needed.
- Spot clean carpets in sanctuary
- Clean/disinfect drinking fountains and telephone mouthpieces weekly.
- Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
- Thoroughly clean restrooms weekly. Check them after each event and re-clean if necessary—includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
- Clean windows and glass doors as needed.
- Replace light bulbs. Turn off non-required lights.
- Water plants as needed.
- Pick up litter.
- Check all areas for odors. Clean/disinfect as necessary.
- Clean up after church-sponsored special events.
- Clean up accidents as needed: spills, stomach upset, etc.
- Straighten hymnals and restock pew racks on Mondays and after rehearsals, meetings or Saturday services.

Outdoors:

- Clean entrances and sidewalks (keep free of debris, snow or ice) as needed.
- Clean around outside doors and remove cobwebs and debris.

Monthly:

Inside:

- Shampoo carpets, as needed.
- Clean light fixtures including glass.

Interested in becoming a member of the Facilities Team?

- Complete an application located in the church office at New Hope Church, Wayne.

Questions?

- Contact:
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