

VALLEY PRESBYTERIAN CHURCH  
POSITION DESCRIPTION  
CUSTODIAN (P/T)

All ministry positions exist to serve the purpose and spiritual values of Valley Presbyterian Church.

**I. Major Purpose:**

This position will assist other members of the facilities team with church programs and events, worship services and meeting activities requiring the physical setup and takedown of equipment, furniture and/or food and beverages. This position will also assist in performing a variety of custodial duties as needed to maintain the cleanliness of the interior and exterior appearance of the church buildings and grounds.

**II. Specific Responsibilities:**

In collaboration with other members of the facilities team:

- A. Set up and take down equipment, furniture and/or food and beverages necessary for the program, worship and food service activities of the church, according to the master calendar.
- C. Check restrooms; replenish all paper and sanitary products and hand soaps as needed.
- D. Empty all trash containers, replace liners as needed and place trash for disposal as directed.
- E. Assist in cleaning and maintenance of church grounds and buildings, chapel and sanctuary as needed (dust mop and wet mop tile floors; vacuum carpeting; clean drinking fountains; spot wash windows, countertops, doors, tables, chairs, dust furniture as needed).
- F. Ensure cleanliness of kitchen facilities.
- G. Assist in other activities as needed.

15-20 hours per week, including but not limited to Friday, Saturday, and occasional Wednesday nights, Sunday mornings, and special events