

Facilities Custodian Job Description

Calvary Church, St. Peters, Missouri

Effective Date: January 1, 2026

Title: Facilities Custodian

Classification: Part-Time, Non-Exempt (Hourly)

Benefits: As indicated in the Employee Handbook

General Purpose: This position assures and promotes the value of a clean, safe, secure, and attractive facility so that the physical environment promotes and supports the vision and ministries of Calvary Church and that all people truly feel loved and served.

1. Assist in cleaning the building and setting up rooms to support ministry staff and building visitors.
2. Assist in making minor repairs and other maintenance activities.

Reports To: Facilities Associate

Supervises: n/a

Works With: Facilities Deacons, Transformational Ministries

Leadership Values:

- Models and protects the purity, unity, and faith of the congregation as outlined primarily in the Scriptures and secondarily in the Bylaws of the church.
- Champions the transformation and discipleship of lay leaders, both women and men, to live out the vision of the church.
- Shepherds the mission, vision, strategy, and outreach of the church so that all generations and all people have opportunities to live out their faith in Christ and share it with others.
- Practices clear, candid, appropriate, and timely communication with the church and staff.
- Demonstrates humility in public and private, in peace and conflict.

Key Responsibilities

- Cooperate with the Facilities Associate to effectively and efficiently prepare the facilities for ministry use.
- Work with other members of the Facilities Team to maintain the facility in good working order, including setting up rooms for events and cleaning rooms before and after events.
- Greet all visitors in a kind, welcoming, and professional manner.
- General maintenance responsibilities include minor repairs, changing light bulbs, vacuuming, sweeping, scrubbing floors, sanitizing surfaces, restocking supplies, cleaning bathrooms, painting, locking/unlocking doors, etc.
- Assist with preparations for daily use and large-events.
- Complete daily task lists.

Qualifications:

- Lives and works in accordance with stated Staff expectations.
- Has reliable means of arriving at work.
- Able to accomplish demanding physical tasks, when needed.
- Champions the vision of Calvary Church without hesitation.
- Ability to learn.
- Flexible with task and time.
- Relate to other team members in a manner that cultivates a healthy and collaborative team.
- Effective communicator as affirmed by multiple generations and peoples.
- Ability to work effectively with different teams within the church.
- Strong conflict resolution skills are necessary; able to take criticism that may not always be warranted, while pursuing peace as much as possible.
- Demonstrates humility and grace, with a willingness to accept responsibility for own failures regardless of fault.
- Serves as an example of a loyal friend and family member, who can properly balance the obligations of professional and private life.
- Demonstrates Christian unity with other church leaders from different ethnicities and backgrounds for the furtherance of the Kingdom.

Review: Reviewed annually by the Facilities Associate