

FPBUU POSITION DESCRIPTION

Title: CUSTODIAN

Report to: Facilities Manager

Date: 05/2026

FLSA Status: Hourly

HOURS: 8/week, year-round

Overview:

The Custodian is responsible for monitoring and maintaining church property to provide a safe, clean, functioning and orderly environment for FPBUU members, staff, visitors and renters of the facilities. This position is time-flexible and includes Sunday morning plus other weekend, evening, and some “on-call” in case of an emergency work. The Custodian will use their own transportation and will be compensated for mileage.

Essential Job Functions:

- Demonstrate awareness for the effective organization of space; maintain cleanliness and orderliness of space.
- Organize time & materials to accomplish multiple, concurrent goals and activities.
- Technical skills required to execute the essential functions of the job
- Property Maintenance to clean and remove trash from all buildings as needed. Accurately assess and promptly communicate to the Facilities Manager any repairs needed.
- Congregational support to set up and break down rooms for meetings and/or functions, including A/V equipment. Perform organizing tasks as needed, such as moving office equipment or installing shelving, and related organizing as needed. Assist FPBUU staff and volunteers as directed by the Facilities Manager.
- Abide by all standard safety procedures and protocols. Inform any staff/members/visitors as needed of any/all safety issues. (An on-the-job injury must be reported to the Facilities Manager and Church Administrator immediately.)
- Assistance with campus security.
- Maintain a safe and welcoming campus.
- Maintain supply stocks in custodial closets and/or other areas so defined. Notify Facilities Manager when new stock needs to be ordered. Keep all supply closets and storage areas around campus neat and orderly.

Skills & Knowledge:

- Extensive walking, standing, reaching, bending, and climbing. Ability to lift 50 lbs., and shovel snow.
- Knowledge of basic maintenance/carpentry procedures, repairs, and equipment.

Education:

High School Diploma or GED.

Experience:

Three to five years of property/building maintenance experience, preferably in a religious or non-profit organization.