

JOB DESCRIPTION

Job Title: Campus Custodian
Position reports to: Manager, Lead Custodial
Department: Operations
Level: Full time / Part time
Date Prepared: 04/2026

Purpose of the Job:

The Campus Custodian plays a vital role in creating a clean, safe, and welcoming environment for all who attend and serve at Citygate Church. This role is responsible for maintaining the overall cleanliness, readiness, and presentation of the campus to support worship services, events, and daily ministry activities. This position requires a dependable, detail-oriented individual who takes pride in their work and is committed to excellence in every aspect of facility care.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Facility Cleaning and Maintenance

- Perform routine cleaning duties including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces
- Clean, sanitize, and restock restrooms to maintain a safe and hygienic environment
- Empty trash and recycling containers throughout the building
- Clean glass, windows, and doors to maintain a polished and professional appearance
- Monitor and maintain cleaning supplies, communicating restocking needs as necessary
- Follow all safety procedures when using cleaning chemicals and equipment

Facility Readiness and Support

- Ensure all spaces are clean, organized, and ready for:
 - Weekend services
 - Ministry events
 - Meetings and gatherings
- Assist with room setup and teardown, including:
 - Tables, chairs, and equipment
- Conduct regular walkthroughs of the facility to identify and address cleanliness or safety issues
- Report maintenance needs, damages, or safety concerns promptly

Sunday Responsibilities

- Support facility readiness before, during, and after services
- Assist with maintaining clean, stocked, and organized environments throughout the building
- Support Gatekeeper or Facilities teams as needed to ensure a positive guest experience

Team and Collaboration

- Work collaboratively with the Facilities Team and church staff
- Communicate effectively regarding facility needs and priorities
- Support the overall mission of the church by maintaining a welcoming environment

EXPERIENCE AND KNOWLEDGE

- Prior custodial or janitorial experience preferred but not required
- Ability to work independently and as part of a team
- Basic knowledge of cleaning equipment and procedures
- Strong attention to detail and commitment to quality work
- Ability to manage time effectively and complete tasks efficiently

PHYSICAL AND WORK REQUIREMENTS

- Ability to lift up to 40 lbs
- Ability to bend, stoop, stand, and move for extended periods
- Willingness to work flexible hours, including evenings and weekends as needed

PERSONAL AND SPIRITUAL EXPECTATIONS

- Demonstrates a growing and authentic relationship with Jesus Christ
- Reflects Christ in words, actions, and interactions with others
- Maintains a positive, servant-hearted attitude in all responsibilities
- Aligns with Citygate Church’s mission, vision, Honor Code, and staff culture

STAFF CORE VALUES IN DAILY LIFE:

- **GRIT:** *Spirit-Fueled Tenacity* - We’re resilient, not because of our strength, but the power of faith that fuels us.
- **UNITY:** *Harmony Heroes* - We’re a team that moves in-sync, like a well-rehearsed orchestra creating a beautiful symphony.
- **DRIVEN:** *Mission Maniacs* - We’re forever on a mission, like a spaceship with an unlimited fuel supply.
- **GRATEFUL:** *Divine Gift Guardians* - Every opportunity is a divine gift, every creation a testament to God’s Love. We honor and steward these gifts with wisdom and gratitude.
- **360 THINKING:** *Panoramic Prophets* - We see the full circle, like owls with a 360-degree view of God’s plan.
- **CONTAGIOUS CULTURE:** *Cultural Game-Changers* - We’re thermostats, not thermometers, setting the tone for change.

Employee Signature: _____ Date: _____

Printed Name: _____