



Job Description

Job Title: Custodian – Sauk Rapids Campus
Classification: Part time (8-12 hours/week)
Ministry Area: Facilities
Reports to: Operations Director
Effective Date: 07/01/26

PURPOSE:

Custodians are responsible for the appearance and cleanliness of buildings and grounds at Riverside Church, playing a vital role in creating safe, ministry-ready environments. Through excellent custodial care, facility maintenance, and event support, this position helps remove distractions so people can encounter Jesus. Every task is an opportunity to serve others and support the mission of the church.

COMPETENCIES AND EXPECTATIONS:

- Committed, genuine Jesus-follower – seen in character, practice, and spirit.
- Models a grace filled life with next steps of growth
- Alignment with Riverside Church’s mission, values, culture, and initiatives/events
- Works well as a team player with leaders, staff, volunteers and attendees demonstrating humility, courtesy, professionalism, and a servant’s heart
- Takes initiative, works independently, and contributes positively as a member of the Operations team.

ESSENTIAL FUNCTION AND REQUIREMENTS:

This position requires regular physical activity and the ability to safely perform custodial and facility maintenance tasks. The Custodian must be able to:

- Stand, walk, bend, kneel, reach, and climb throughout the workday.
- Frequently lift, carry, push, and pull up to 50 pounds, and move furniture, equipment, and supplies.
- Operate custodial equipment and safely use cleaning products and ladders.
- Perform repetitive cleaning tasks for extended periods.
- Work indoors and outdoors in varying weather conditions.

RESPONSIBILITIES:

- Maintain the cleanliness of our campuses by providing general custodial services and preparing the building for weekly services
- Monitor/report facility conditions and perform minor maintenance as needed, including seasonal tasks
- Assist with inventory and proper care of custodial equipment and supplies
- Flexibility in availability to accommodate the schedule of church activities
- Move furniture, equipment, supplies, and tools as needed
- Set up and tear down rooms for classes and special events
- Ensure facilities are prepared before events and restored afterwards

EDUCATION, SKILLS & ABILITIES:

- Demonstrated experience as a proactive, motivated leader
- Ability to apply common sense understanding to carry out instructions written, oral, or diagram form
- Conscientious attitude and able to work independently (unsupervised).
- Familiarity with custodial equipment
- Strong customer service skills and the ability to relate well with others
- Good physical health with the ability to stand, walk, bend, and perform repetitive motion for extended periods of time. Reasonable accommodation may be made for qualified individuals if necessary to perform essential functions.
- Desire to work cooperatively and present oneself in a manner fitting a church staff member

RELATIONSHIPS:

- Works as part of Operations Team, reports to the Facilities Director

Approved by _____ Date _____