

Cheyenne Hills Church

JOB DESCRIPTION

Lead Custodian

Reports To: Executive Minister

Classification: Full- Time, Exempt

Schedule: Sunday 7am-3pm, Tues- Friday 10am-6pm (weekday hours are flexible based on events and if night time cleaning is preferred)

PURPOSE OF THE POSITION

The Lead Custodian serves as the primary steward of Cheyenne Hills Church's facilities by maintaining a clean, safe, welcoming, and well-prepared campus. This includes the Worship Center, Barn, offices, classrooms, and all ministry spaces. Through excellence in custodial care, facility readiness, and event support, the Lead Custodian helps create an environment where guests feel welcomed, ministries can thrive, and people can worship, connect, and grow without distraction.

The Lead Custodian partners with staff and volunteers to ensure the church campus consistently reflects a spirit of excellence, hospitality, and faithful stewardship, creating a positive first impression for every guest and providing a safe, inviting environment for all who enter.

QUALIFICATIONS

- *Character:* Demonstrates a mature and growing Christian faith and is an active member in good standing with Cheyenne Hills Church. Exhibits a servant's heart with a genuine love for God, His people, and the lost. Models humility, integrity, dependability, and a positive attitude in every area of service. Understands that caring for the church facility is an act of worship that creates a welcoming environment where lives can be transformed by Christ.
- *Understanding:* Recognizes that a clean, safe, and well-maintained facility plays a vital role in fulfilling the church's mission. Understands that excellence behind the scenes allows ministries, staff, volunteers, and guests to focus on worship, discipleship, and outreach without distraction. Takes ownership of the church campus by proactively identifying and addressing facility needs.
- *Leadership:* Leads through service by taking initiative, working diligently with minimal supervision, and setting a standard of excellence in facility care. Demonstrates flexibility, teamwork, and a willingness to assist wherever needed. Communicates clearly with staff, volunteers, and ministry leaders while responding graciously to changing priorities and unexpected situations. Supports a culture of unity by serving others with joy and professionalism.
- *Skill Set:* Possesses strong organizational and time management skills with the ability to prioritize tasks in a fast-paced ministry environment. Experienced in commercial cleaning practices, facility maintenance, and the safe operation of custodial equipment and cleaning products. Demonstrates attention to detail while maintaining restrooms, classrooms, worship spaces, offices, kitchens, and common areas to a consistently high standard. Able to lift and move equipment and supplies, perform routine maintenance tasks, and identify facility concerns requiring additional attention. Comfortable working independently while adapting to the changing needs of church services, events, weddings, funerals, and facility rentals.

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- *Confidentiality:* Maintains the highest standards of integrity, discretion, and professionalism. Respects the privacy of church members, guests, counseling situations, staff conversations, and ministry activities encountered while performing custodial duties. Understands that information observed or overheard while working throughout the facility is confidential and must never be shared. Demonstrates trustworthiness in all aspects of facility access, building security, and stewardship of church property.

RELATES CLOSELY WITH

- church staff, ministry leaders, and volunteers.

RESPONSIBILITIES

MAIN FACILITY CLEANING

- Vacuum the Worship Center, Lobby, Ripple Café, Media Area, Crew Room, Prayer Room, and Stage.
- Clean all restrooms, including:
 - Sinks, toilets, and urinals
 - Mirrors and dispensers
 - Stalls and baseboards
 - Sweep and mop floors
- Sweep and mop Lobby and Kitchen floors.
- Wash vestibule entrance door glass (inside and outside, weather permitting).
- Clean the kitchen, including:
 - Counters
 - Sinks
 - Appliances
- Restock all facility supplies, including:
 - Soap dispensers
 - Toilet paper
 - Paper towels
 - Tissue boxes
- Dust and wipe down:
 - Tables and table bases
 - Chair backs and rungs
 - Windowsills
 - Worship Center bookshelves
 - Serving counter (wood and glass surfaces)
 - Guest Services counter and base
 - Studio glass
 - Green Room furniture and surfaces
- Spot clean walls, doors, and glass as needed.
- Empty trash and replace liners throughout the facility.
- Maintain a clean, welcoming appearance in all public spaces throughout the day.

BARN FACILITY CARE

- Maintain the Barn in a clean, safe, and guest-ready condition for church ministries, weddings, rentals, meetings, and special events.
- Vacuum all carpeted areas throughout the Barn.

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- Dust furniture, shelves, décor, windowsills, and other surfaces.
- Clean and sanitize all Barn restrooms, including:
 - Sinks, toilets, and mirrors
 - Fixtures and dispensers
 - Stalls and baseboards
 - Sweep and mop floors
- Clean and disinfect desks, tables, and work surfaces.
- Dust and clean computer monitors, keyboards, and office equipment using appropriate cleaning products.
- Mop the main floor, kitchen, and other hard-surface flooring.
- Clean and sanitize the kitchen, including counters, sinks, appliances, and tables.
- Clean and prepare the Bridal Suite, including dusting, vacuuming, mirrors, countertops, and restroom (if applicable).
- Empty trash and replace liners throughout the Barn.
- Restock restroom and kitchen supplies as needed.
- Ensure the Barn is clean, organized, and prepared for all scheduled events and ministry activities.

SUNDAY SERVICE SUPPORT

- Prepare the facility before Sunday services by ensuring all public spaces are clean, stocked, and guest-ready.
- Monitor and clean restrooms between services.
- Respond promptly to spills, accidents, and facility needs during services.
- Empty overflowing trash as needed.
- Touch up high-traffic areas, including the Lobby, Worship Center, Guest Services, Ripple Café, and entrances.
- Assist with room resets and facility preparation between services and after ministry events.
- Complete a final walkthrough after services to prepare the facility for the week.

FACILITY MAINTENANCE & SAFETY

- Report maintenance concerns, repairs, and safety hazards promptly.
- Perform minor maintenance tasks as assigned.
- Maintain custodial closets, equipment, and cleaning supplies in a clean, organized manner.
- Ensure cleaning products are properly stored and used according to safety standards.
- Follow OSHA, church safety, and sanitation procedures.
- Take initiative to identify and address facility needs before they become problems.

EVENT & MINISTRY SUPPORT

- Assist with room setup and teardown for ministry events, meetings, weddings, funerals, and facility rentals.
- Arrange tables, chairs, and equipment according to event layouts.
- Ensure rooms are reset to standard configurations following events.
- Provide custodial support during special events as needed.
- Maintain flexibility to adjust priorities based on ministry schedules and facility usage.

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TEAMWORK & COMMUNICATION

- Communicate effectively with staff, volunteers, and ministry leaders regarding facility needs.
- Coordinate with outside cleaning staff and vendors as directed.
- Maintain a positive, servant-hearted attitude while interacting with guests, members, volunteers, and staff.
- Support the mission of Cheyenne Hills Church by providing excellent stewardship of the church's facilities and creating an environment where people feel welcomed, valued, and cared for.