

# **RAINIER AVENUE CHURCH**

**Encouraging everyone in the Rainier Valley and  
beyond to find wholeness in Jesus Christ**  
*Fostering intimacy with God*  
*Building authentic community*  
*Working together for compassion and justice*

## **Position Overview: Janitor/Custodian**

### **A. Position Purpose:**

Caretaker who sees the facility as a key element in creating a welcoming, worshipful space for people to encounter Christ. This position will provide routine quality care and maintenance to keep God's house clean, safe, and always ready for guests. Successful candidate will pursue order and cleanliness to facilitate the vision of the church.

### **Qualifications:**

1. Commitment to quality work, with an eye to details
2. Previous residential or commercial cleaning experience preferred
3. Able to perform tasks as required, and handle all equipment
4. Able to understand and follow verbal and written directions and instructions in English
5. Works well independently, takes initiative to carry out established vision.
6. Christ-like attitude in working with staff, RAC congregation and volunteers.
7. Committed to upholding the mission, vision and values of Rainier Avenue Church
8. Desire to work in a multi-ethnic setting and a commitment to ongoing training in urban, cross-cultural, holistic relationships

### **B. Organizational Relationships:**

1. Reports directly to Church Administrator and performs job duties under his/her oversight and counsel.
2. Works in relationship with other staff, pastors, ministry leaders and volunteers

### **C. Responsibilities:**

#### **Janitorial**

1. Complete cleaning of church building (3-4 times/week) and office according to agreed upon standards
2. Responsible for care of all floors and surfaces in facility, including but not limited to windows, carpets, etc.
3. Oversight of janitorial supplies, monitor and manage inventory.
4. Monitor and clean exterior areas of facility.
5. Prepare church building for events and weekly services by ensuring sanctuary pews are stocked with needed items, chairs/tables are in needed locations, etc.
6. Monitor storage of church resources and ensure items are put away in agreed upon storage areas
7. Keep exterior of building clean and free of debris (i.e. pick up trash on church property and adjacent walkways, remove snow and ice when necessary)

8. Manage church vehicle care and cleanliness (basic cleaning, monitor regular maintenance schedule and take for needed oil changes and upkeep).
9. Other work as assigned

### **Custodial**

1. Monitor building security and safety (i.e. locking up after operating hours, checking appliances and lights)
2. Perform routine maintenance (i.e. replacing furnace filters, programming thermostats & controls, changing light bulbs)
3. Report the need for any repairs immediately to the Church Administrator or Executive Pastor
4. Room set-up and tear down for church and community meetings

### **D. Requirements**

1. Must work Sunday mornings 8am-1pm, evenings and weekends as needed to coordinate with church events.
2. Must pass a background check for unsupervised access to areas where children/vulnerable groups may be present.
3. Physical requirements: Must be able to lift up to 50lbs for moving custodial supplies and furniture around the building; must be able to climb a ladder in order to change light bulbs, clean windows/gutters/etc. Must be able to work with cleaning chemicals.

### **E. Specifics:**

1. Position is for 20 hours per week, \$18-\$20/hr.
2. Vacation and sick time are available in accordance with approved policy after 90 day evaluation period. No health insurance available at this time.
3. Schedule to be determined in agreement with Church Administrator.
4. Employment with Rainier Avenue Church is at will unless otherwise stated in a written agreement signed by the lead pastor or board chair. This means that either the church or the employee can terminate the employment at any time and for any reason, with or without notice.

To submit a resume or for more information, please contact us at:

[info@rainieravenuechurch.org](mailto:info@rainieravenuechurch.org). You can also find out more on our website, [www.rainieravenuechurch.org](http://www.rainieravenuechurch.org).