Updated 10/5/26

Head Custodian

Reports to: Maintenance and Custodial Team Lead
Directly Supervises: Part-time custodial staff and contract services
Status: Full Time
FLSA: Exempt

Job Summary

The Head Custodian advances the mission of the church by providing faithful stewardship of the church's facilities and grounds, ensuring they are clean, safe, welcoming, and ready for worship, ministry activities, and service to others. This position seeks to glorify God by stewarding church resources well and supports the congregation, staff, and community by helping create spaces where people can comfortably encounter God and experience Christian community.

Essential Functions

- Custodial Manager: Manage, schedule, and ensure custodial work is done, which includes general cleaning, vacuuming, dusting, cleaning restrooms, classrooms, garbage removal, cleaning windows, and assisting in opening and closing the church building. This includes managing and scheduling part-time custodians and contract services.
- Perform daily and weekly cleaning duties including vacuuming, dusting, sanitizing surfaces, cleaning restrooms, classrooms, and common areas, disposing of trash, and cleaning windows.
- Assist with opening and closing the facility, ensuring security and readiness.
- Ensure interior and exterior lighting is appropriately managed for events and daily operations.
- Support grounds upkeep including snow removal, sidewalk clearing, and exterior maintenance tasks.
- Provide custodial support for special events such as weddings, funerals, and gatherings.
- Report maintenance issues and assist with minor repairs as directed.

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Other Responsibilities

- Share purchase requests for all supplies necessary for the custodial duties. (ex. cleaning chemicals, restroom supplies, light bulbs, etc.) with Maintenance and Custodial Team Lead.
- Follow safety procedures for cleaning chemicals and equipment.
- Provide excellent custodial service to members, community, and staff.
- Participate in team meetings or training as required.
- Work in collaboration with other Maintenance/Custodial Team members as needed for custodial and maintenance work.

Minimum Qualifications

- High school diploma or equivalent preferred.
- Prior custodial or facilities experience preferred.
- Ability to operate custodial and grounds equipment.
- Strong reliability and time management skills.
- Ability to work independently with minimal supervision.

Physical Requirements

- Ability to stand, walk, bend, and lift for extended periods.
- Ability to lift up to 50 pounds.
- Ability to work indoors and outdoors in varying weather conditions.
- Manual dexterity to operate cleaning equipment and tools.

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Gloria Dei and knows how role fits and supports this mission
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Staff Covenant:** Conducts professional life according to the staff covenant values of respect, trust, integrity, loyalty, accountability, and competence.

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Head Custodian Job Posting

Full-time | Exempt | Reports to the Maintenance and Custodial Team Lead | Supervises part-time custodial staff and contract services

Gloria Dei is looking for a dependable, hands-on leader who takes pride in creating clean, safe, and welcoming spaces. As Head Custodian, you will steward our church facilities and grounds, lead custodial staff and service partners, and help ensure every room is ready for worship, ministry, special events, and community use. This is an opportunity to combine practical skill, thoughtful leadership, and meaningful service in a role that makes a visible difference every day.

Ready to put your leadership and practical skills to work in a purpose-driven role? Submit your resume and a brief statement of interest to Pastor Chris Zuraff at chris.zuraff@gloriadeisf.org Resumes will be reviewed as received until November 30, 2026.