



Rev. Charles A. Wells, Senior Pastor
pastorcharles@alvanaz.org
www.alvanaz.org

728 College Ave. – P.O. Box 883
Alva, Oklahoma, 73717
Phone: (580)327-2566

Thank you for your interest in this position! Our church is looking for a proactive, efficient church custodian who possesses an understanding of proper cleaning methods and a respect for the religious and cultural beliefs of others. The church custodian will ensure that all publicly accessible areas of the church are clean and ready for other staff members and the congregation to use. You will make * minor repairs, change light bulbs, vacuum, sweep, and scrub floors, sanitize surfaces, and restock items, such as toilet paper, paper towels, and other supplies. You may also maintain supply inventory, submit purchase requests, and assist with preparations for events, such as weddings or funerals.

To be a successful church custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. A vast majority of this position will be done at times when church congregation is not present. It takes an avg. of 5 hrs. a week to complete the tasks required of this position.

Church Custodian Responsibilities:

- Maintaining clean church facilities by performing weekly duties and spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.
- Working with other church staff to ensure that all areas are cleaned and stocked with necessary items.
- Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Performing maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.



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- Assisting with event preparations and clean-up.
- Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
- Interacting with church staff and visitors in a respectful, positive manner.

Church Custodian Requirements:

- Understanding of cleaning techniques and safety procedures.
- Ability to lift 50 lbs. and pass a background check.
- Strong communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

If you have any questions, feel free to contact the church at (580)327-2566 or by email at pastorcharles@alvanaz.org

* List is not just limited to these duties.

-This document is subject to change at any time deemed necessary