

**Fellowship Bible Church** is seeking to hire a part-time **Custodian** to meet our growing needs. Do you take initiative to “gets things done”? Do you have a servant’s heart and strong teamwork ethic? Do you feel joy when others arrive and feel welcomed? If you are thinking yes, yes, yes and would enjoy connecting with a fun ministry team then this role is for YOU! Our ideal new team member is an organized, self-starter and seeks to help each ministry team do what they do best with excellent facilities.

*Fellowship serves over 4,000 members throughout the week with daily events, gatherings and three weekend services. To learn more about Fellowship Bible Church, visit: [www.fbctopeka.com](http://www.fbctopeka.com)*

#### **Primary Duties and Responsibilities:**

- Collaborate with Supervisor in determining routine cleaning schedule.
- Operate and maintain custodial equipment.
- Communicate custodial supply inventory needs to Supervisor.
- Communicate consumer supply (paper towels, hand-soap, etc.) needs to Supervisor.
- Understand and plan work to facilitate the Facility Needs of FELLOWSHIP ministries.
- Tear down and set up tables and chairs to meet a continually changing schedule of activities.
- Be responsible for clearing entrance sidewalks and steps of snow and ice when necessary.
- Present a clean personal appearance.
- Show flexibility in dealing with a changing event schedule.
- Treat those who enter the FELLOWSHIP environment with friendliness, courtesy, and respect.

#### **Qualifications, Skills and Abilities:**

- A commitment to the local church expressed through involvement.
- Ability to prioritize and manage work to effectively and efficiently accomplish tasks with excellence.
- Knowledge of occupational hazards, safety precautions, hazardous materials and proper ways to perform the assigned duties
- Computer skills to communicate with other staff and to follow and check schedules and inventories.
- Ability to learn quickly.
- Self-starter who makes wise use of time on task when working alone.
- High school diploma.
- Commit to personal growth
- Must have a heart for the ministry of Fellowship
- Ability to effectively communicate both verbally and written, with all leadership and members in an attentive, friendly, courteous and service oriented manner
- Ability to multi-task, manage shifting priorities, and use good time management skills in fast pace setting
- Consistently be a role model and set an example for others to follow

To apply submit your resume and complete this form: <https://fbctopeka.typeform.com/to/pC2Z9eLA>

**Pay Range 10.50 – 12.50**

Mon – Fri, 7:30 - 1

<https://www.fbctopeka.com/about/jobs/>