

**Mt. Calvary Baptist Church of Palm Coast  
75 Pine Lakes Parkway S., Palm Coast, FL  
32164 Rev. Edwin Coffie, M.Div., Pastor**

**HR VACANCY NOTICE # 2021-02**

**Position: CUSTODIAN**

**Wage/Hours: \$20,202/annum, 35-hour work week**

**Duties and Responsibilities:** Duties are performed under the oversight supervision of the Trustees Ministry, with immediate supervision by the Custodian Supervisor. Generally responsible for maintaining clean building and grounds, ready for use for all Church events and activities. Typical duties include cleaning/sanitizing/maintaining all indoor and outdoor spaces and floor surfaces, dusting, cleaning/maintaining all restrooms, emptying trash receptacles, cleaning the kitchen, providing space set-ups and breakdowns, keeping abreast of scheduled facilities usage to ensure space readiness, and other duties as assigned. Note: This position carries evening and weekend assignments. The Church campus consists of three buildings: a 550-seat Sanctuary, with administrative offices; a 9-classroom building, and a large multi-purpose center, including an industrial kitchen.

**Qualifications:** HS diploma or equivalent, ability to receive and carry out instructions, physically able to perform required duties relating to moving/lifting furniture (50 lbs. or more), good oral/written communications, and the ability to work flexible days and hours and clear background check required; cleaning knowledge and one year's related experience preferred.

**To Apply:** Send cover letter and resume, including the names and contact information for two (2) references who can verify qualifications to: Mrs. C. Moorman, Mt. Calvary Baptist Church of Palm Coast.

**Application Deadline:** Open until filled; however, we anticipate that a review of applications will begin at the end of October.

HR/ycu 09/2021