JOB DESCRIPTION



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| **Job Title** | ***Custodian*** |
| **Reports to** | ***Facility Director*** |

**Job Purpose**

The Custodian is responsible to keep the church building and grounds always in a clean and tidy condition and in a state of readiness for all regular and usual functions held in the church.

**Required Qualifications**

* Ability to analyze and revise operating practices to improve efficiency and effectiveness.
* Demonstrated excellent customer service.
* Demonstrated organizational skills and dedication to complete tasks in a timely manner.

**Preferred but not Required Qualifications**

* Professional experience in custodial duties.
* Demonstrated excellence in Required Qualifications.

**Duties and Responsibilities**

* Weekly Cleaning
	+ Sanctuary, Narthex (entrance to sanctuary), Family room (off Narthex)
		- Vacuum all carpets.
		- Straighten furniture.
		- Empty garbage and recycling.
	+ Primary Bathrooms (bathrooms off hallways):
		- Scour and sanitize toilets, sinks, and counters.
		- Restock with soap, paper towels, toilet paper, etc.
		- Empty garbage.
	+ Church office:
		- Empty garbage and recycling.
		- Clean sink and counters.
		- Straighten furniture.
		- Vacuum floors.
	+ Education Wing rooms:
		- Clean sinks and counters.
		- Empty garbage and recycling.
		- Wipe down tables if needed.
		- Vacuum all rooms.
	+ Choir Room and connected bathroom
		- Empty garbage and recycling.
		- Restock with soap, paper towels, toilet paper, etc.
	+ Fellowship Hall, Stage, and Wesley Conference room
		- Vacuum carpet in both rooms.
		- Straighten furniture.
		- Clean any spills on stage.
		- Empty garbage.
	+ Exterior of building – clear of all debris.
	+ Vacuum: Fellowship Hall, Wesley Conference Room, Sanctuary, education rooms, common rooms, church office, hallways.
* Monthly Cleaning – The following items to be addressed monthly, at a minimum.
	+ Order supplies.
	+ Flushing of toilet with determined product (example: Purex, Fabulosa, etc.).
	+ Mop floors in kitchen, stage, office, nursery bathroom, choir room and connected bathroom.
	+ Check and replace all light bulbs as needed.
* Extended Areas of Responsibility
	+ Keep all custodial areas clean and organized.
	+ Sanitize tables and clean chairs in Fellowship Hall.
	+ Remove cobwebs in areas as needed.
	+ Basic outside pick-up of leaves/debris around entrances and any garbage on the property.
	+ Basic maintenance work. (This can be referred to the Facility Director for completion.)
* Cold Weather
	+ Check all faucets and toilets.
	+ Clear one front and one back entrance for safe entry.
	+ Apply anti-skid product or kitty litter.
* Annual Work – special arrangements will be made for this work.
	+ Cleaning, stripping, and waxing of floors.
	+ Cleaning of carpets.
	+ Washing of inside windows.
	+ Washing of outside winders.
* Special Event Set-Up and Takedown – Will be arranged on an event by event basis and assigned accordingly by the Facility Director.
* Other duties as directed by the Facility Director or requested by Pastor.

**Working Hours & Renumeration**

* Hours assigned are 10 hours per week.
* Specific hours are negotiable but with firm completion days.
* Any additional hours must be approved by the Facility Director prior to performance of overtime tasks.
* Hours will be recorded on a timecard weekly.
* Wages shall be paid once per month at an hourly rate.

**Personnel Issues or Special Needs**

* Position reports directly to the Facility Director.
* See “Personnel Policies, Procedures & Practices Handbook” for more information.

**NOTE: This job description is not intended to describe all required activities but rather to outline the areas of responsibility.**

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| **Approved by:** |  |
| **Date approved:** |  |