



Position Title: Custodian

Reports To: Senior Pastor

Status: 20 hours a week, Hourly

The Custodian is responsible for general custodial duties of the church as well as some maintenance.

The list had been prioritized to facilitate cleaning duties.

PRIMARY FUNCTIONS AND DUTIES

1. Sanitize all toilets and sinks before and after all scheduled functions. (minimally, once per week) Check supplies & necessary stock. Requisition cleaning supplies as needed.
2. Wet mop kitchen floor in fellowship hall once weekly (minimum) and after scheduled events or functions. Wet mop the kitchen floor in the overflow area and parlor kitchen monthly and additionally after any scheduled function if needed.
3. Vacuum all carpeted areas once weekly and additionally each room after every scheduled function if needed.
4. Dust all horizontal surfaces weekly, dust furniture with a cloth and non-carpeted floors with a dry mop, including stairways.
5. Remove black marks as necessary in all hallways.
6. Empty trash as needed.
7. Clean pre-school room. Every morning sanitize toilets and sinks, vacuum and dust. Clear the trash.
8. Change light bulbs as needed.
9. Check sump pump weekly – more frequently during wet weather.
10. Clean walls, pews, and wood on outside sanctuary area weekly.
11. Reset all clocks when the time changes or after power failures.
12. Keep furnace room neat and reasonably clean.
13. The custodian reports directly to the senior pastor and is evaluated yearly.
14. Check sanctuary after communion to make sure cup receptacles are empty.

SET-UPS

1. Weddings: Folks will have to pay \$40 cleaning fee to be reimbursed to the Custodian for cleaning. This will include other functions like anniversaries, birthdays, and reunions.
2. Set-up tables and chairs for church meetings and special events. Provide cleanup after the meetings.
3. Community set-ups will be handled by the custodian as the function dictates.
4. Check and set light timers.
5. Snow and ice removal as needed.
6. Advise the Church Administrator as to the need of repairmen for plumbing and electrical repair.
7. Maintain and repair, when possible, church equipment and furniture.
8. Check and repair springs under all pews every two months.
9. Daily check in to the office.
10. Unlock and lock church doors after all meetings when the pastor or a staff member is not present to lock the doors.
11. Lock all doors and check lights after Sunday services no later than 12:30pm.

12. Clean up after each funeral.
13. Strip and wax fellowship hall floor yearly.
14. Burnish fellowship hall once monthly or as needed.

Schedule and Compensation

1. Flexible schedule, but the church has to be clean by Sunday and Wednesday each week.
2. Hourly pay begins at \$14 an hour with a 90 day performance review which increases to \$15 an hour.