

Church Custodian Job Description

Ministry Purpose: Performs a full range of custodial work in order to maintain the physical facilities of the church in a clean and presentable condition for church and community functions. This includes cleaning and sanitizing, minor maintenance, and room setup for various events, meetings, and services. (20hrs/week) Salary- 14,560

Accountability: Directly accountable to the pastor and ultimately to the Trustees

Requirements:

Personal commitment to Jesus Christ as Savior and Lord

Physical ability to perform responsibilities

Knowledge of methods, materials, and equipment used in a full range of custodial work

Ability to know and understand operations and observe safety rules

Ability to follow directions and take responsibility for tasks

Flexibility in work schedule

Responsibilities

Daily Responsibilities (at least 3 times per week, more as needed)

- Check and empty wastebaskets
- Ensure all restrooms are clean and stocked with supplies

Weekly Responsibilities

- Pick up, straighten, clean, and dust the sanctuary
- Clean and dust church offices
- Mop/Vacuum the floors in every room
- Cleanup as required following events, meetings, and services
- Clean and maintain rooms, hallways, lobbies, stairways, and classrooms
- Maintain and control Thermostats, based on church calendar and activities

Other Responsibilities

- Strip and Wax all floors at least once a year, more if needed
- Wash all windows twice a year, more if needed
- Buff and maintain hallways, fellowship hall, and Sunday school rooms every two to three weeks, as needed
- Setup for regularly scheduled events, meetings, and services
- Clear snow and ice off the sidewalks, as necessary
- Check and change light bulbs, as needed
- Maintain and keep inventory of cleaning supplies, salt, light bulbs, and tools

General

- Maintain open communication with trustees
- Work with service repairmen as needed
- Miscellaneous Duties as assigned.