

Custodian Job Description

The custodian position requires 40 hours of work per week. Along with good cleaning skills the custodian will need some general maintenance skills. Heavy lifting will be required at times.

The custodian will report to the Pastor and the Personnel Committee.

General Duties & Maintenance:

1. Keep all glass clean (windows & mirrors) for Sunday morning & Wednesday
2. Empty all trash at least twice a week
3. Shampoo carpets and scrub floors when necessary
4. Keep custodial storage rooms and closets clean and orderly
5. Wash walls and doors as needed
6. Clean up after special events. Weddings may include additional pay.
7. Set up and take down tables and chairs following events
8. Paint walls, furniture, and equipment as needed or requested by Trustees
9. Keep adequate inventory of supplies on hand
10. Replace light bulbs and clean fixtures
11. Fix toilets and other light maintenance

Restrooms:

1. Clean and check restrooms twice weekly including stools, lavatories, and shower
2. Mop and vacuum floors
3. Keep all restrooms deodorized
4. Replenish tissue, paper towels, and hand soap
5. Empty and reline waste containers

Classrooms, hallways, office & fellowship hall:

1. Sweep and vacuum floors twice weekly
2. Empty waste cans
3. Clean marker boards
4. Set up tables and chairs for classes and activities
5. Dust furniture, equipment, walls, blinds, and windows
6. Wax & polish floors as needed

Auditorium:

1. Vacuum floors and pew upholstery weekly
2. Dust windows, tables, piano, and courtesy rail
3. Clean baptistery
4. Keep narthex clean