

April 5, 2018

Custodian Position

Principle Function: To clean and maintain the church buildings and immediate surrounding grounds.

Employment schedule: Part-time, 25 hours per week

Custodial duties:

1. Maintain the church buildings (Sanctuary, Fellowship Hall, and Family Life Center) in a clean and orderly manner at all times.
2. Clean and sanitize all rest rooms weekly and carefully inspect daily to insure cleanliness and replenish supplies.
3. Clean floors. Damp mop all tile floors as needed when in daily/weekly use. Vacuum all carpet and rugs once per week. Notify the Chairperson of the Resource Committee when carpets need special cleaning/shampooing along with buffing and waxing of tile floors including maintenance of the gym floor.
4. Keep pulpit furniture and pews polished and clean, hymnals arranged in pew racks and envelopes in slots.
5. Clean light fixtures as needed.
6. Empty all trash cans once a week, more often if needed.
7. Empty receptacles of recyclable materials once a week.
8. Clean offices weekly and remove trash as needed.
9. Clean glasses, windows, and doors as needed.
10. Sweep or use blower to clean walks, porches, and stairs.
11. Check on Sanctuary and Fellowship Hall after weddings, funerals, and special events to insure all is returned to regular setup.

General duties:

1. Perform a walk through on Monday and Thursday mornings to check on the buildings,

lights, bathroom, doors, kitchen freezer and refrigerators.

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2. Meet with any outside repair, maintenance, or Inspector personnel. Examples: HVAC, fire alarm, sprinkler system, elevator maintenance, etc.

3. Meet Fire Marshal in December for annual inspection.

4. Meet personnel for other inspections: Fire alarm sprinkler system inspected once a year; fire suppression system over gas stove inspected two times a year; FLC elevator is inspected once a year; and maintenance contract on elevator inspection is two times a year.

5. Maintain salt in the brine tank. It holds 120 lbs. if the water is visible. (40 lbs. red bag 1-80 lbs. yellow bags (2).

6. Contact the chairperson or a member of the Resource Committee should plumbing repairs, carpentry repairs, electrical repairs, and/or painting be required.

7. Replace light bulbs as needed.

Disclaimer: May perform other duties as assigned.

Reports to: Senior Pastor, Pleasant Grove Baptist Church