Custodian Job Description

20 hours per week @12.00 per hour

General Duties

- The pastor is the chief administrator of all staff and employees.
- Be prepared to do whatever task the pastor deems necessary for the best interest of the church and its work.
- All special work takes priority over specific duties

A. Weekly Duties

1. Vacuum all carpeted areas (including throw rugs)
2. Sweep and mop all non-carpeted areas
3. Clean kitchen countertops (wash any dishes, clean coffeepot, and clean sinks)
4. Clean and disinfect all bathrooms (clean sinks and mirrors, wipe down countertops, clean toilet bowls and wipe down the outside of the toilets, restock tissue, hand towels and soap as needed)
5. Empty all trash cans as needed and take to dumpster
6. Windex glass doors
7. Water indoor plants
8. Wipe down tabletops in all classrooms
9. Dust pianos, pulpit, communion table, all windowsills, and office furniture
10. After Sunday services and again after Wednesday service straighten songbooks and Bibles under chairs/ clean out any loose papers etc. in seats
11. Set up Gym and Faith Center for Tuesday, Wednesday, Sunday and Special Services
12. Launder dishtowels, dust mop, wet mops, etc.

B. As Needed

1. Clean refrigerator, stove, cabinets, and microwave
2. Straighten utility rooms
3. Clean baseboards
4. Vacuum stairs
5. Change light bulbs and clean fixtures
6. Steam clean carpets
7. Clean windows inside and out
8. Wash front porches with water hose and sweep off with broom. Sweep south porches and sidewalks
9. Clean and/or replace air and heat filters and change batteries in smoke detectors (every 6 months)

needed-Filter Sizes- Location
2-18x24 - upstairs classrooms in gym
4-14x25 - Children's Hall, 2 & 3 Year old room, purple room)
4-20x25 - Office Hallway
2-30x20 - Upstairs Landing (Gym)
20x20 - New Building Large Units

10. Strip and wax gym, children's bldg & youth bldg (yearly)