



CUSTODIAN JOB DESCRIPTION

August 2022

TITLE: Part-Time Custodian

HOURS: 28 hours per week, plus additional hours when needed

FUNCTION: Assist the Church with custodial duties as needed.

JOB DUTIES:

Perform custodial duties as directed by Supervisor based on facility use to include:
(emphasis days italicized)

- Empty and clean waste receptacles. (*M, W, Th, Sat*)
- Clean and disinfect restrooms. (*M, Th, Sat*)
- Re-stock restroom paper products. (*M, Sat*)
- Vacuum carpeting. (*M, Th, Sat*)
- Cleaning soiled carpet.
- Dust furniture and Sanctuary. (*weekly*)
- Mop and dust floors.
- Clean grout on tile floors (*monthly*)
- Spot clean carpet. (*M, Sat*)
- Select proper chemicals and proper dilutions.
- Clean and maintain air vents, furnace filters & cold air returns (*monthly*)
- Wash walls where & as needed.
- Wash glass entry doors and other windows when needed. (*M, Sat*)
- Maintain security in building during and after cleaning.
- Keep custodial storage and work area clean at all times.
- Clean and straighten all classrooms. (*M, Th, Sat*)
- Clean Sanctuary, balcony, platform, hallway, Fellowship Rooms, Learning Areas. (*M & Sat*)
- Vacuum offices & empty waste cans, clean Fellowship 1 and clean Sanctuary for Mid-Week Service (*W*)
- Clean, fill & heat baptistery when scheduled.
- Clean soiled carpet.
- Room set-ups/take-downs.
- Policing of grounds at beginning of each shift.

SATURDAY EVENING CUSTODIAN RESPONSIBILITIES

FOYER / HALLWAY AREAS:

- Vacuum foyer, main hallway and hallway by kitchen
- Empty all trash / recycling receptacles

RESTROOMS (Main floor and Upstairs):

- Empty trash receptacles
- Make sure there is adequate toilet paper, paper towels, seat protectors, hand soap
- Clean each toilet, urinal, and sink with cleanser and spray with disinfectant
- Flush each toilet and urinal to make sure they are working properly
- Pour Bacterial Digestant in each urinal
- Mop floors, clean mirrors and wipe counters

MAIN OFFICE (Front Office and Center Copier/Work Room):

- Vacuum as needed
- Empty all trash / recycling receptacles

SANCTUARY / NURSERY:

- Check and empty trash receptacles in the daycare areas
- Mop and vacuum as needed
- Check to see that the daycare restroom is clean and stocked

FELLOWSHIP ROOMS / LEARNING AREAS / LIBRARY:

- Empty all trash / recycling receptacles
- Check floors for cleanliness – vacuum as needed
- Check to see that rooms are arranged properly for Sunday morning classes

KITCHEN:

- Check floor for cleanliness – sweep and mop as needed
- Empty all trash receptacles

GENERAL:

- Secure building – windows, lights and doors
- Thank you and have a good evening!

NOTE: The above duties are not intended to be an all-inclusive list other duties may be assigned from time to time.

MINIMUM REQUIREMENTS:

1. Must have an attitude of genuine caring for the congregation, staff and guests.
2. Exhibit a “whatever it takes” attitude.
3. Maintain a positive attitude at all times and poise under pressure.
4. Maintain a servant’s heart regarding the job description.
5. Maintain a cooperative team spirit with staff, volunteers and congregation.
6. Have pride in our building, grounds and functions.
7. Born-Again relationship with Jesus Christ.
8. High School Diploma or G.E.D.
9. Demonstrate a willingness to learn new tasks and functions.
10. Working knowledge and safe handling and operation of power tools, wood working equipment, hand tools and lawn equipment.
11. Ability to lift and transport up to 100 lb.
12. Ability to climb and descend stairs.
13. Ability to receive & send text messages and emails.
14. Must maintain excellent attendance record and be of good health. Make every effort to schedule doctor and dentist appointments during personal time.
15. Personal dress and appearance appropriate to the business and ministry of the Church.
16. Regular church attendance is required. *
17. Although Church By the Side of the Road membership is not required, it is encouraged.
18. Commitment to personal loyalty to the Senior Pastor, each member of the Pastoral and Executive Staff, Ministry Leaders and Joint-Board.
19. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
20. Personal integrity and self-motivation in the fulfillment of ministry.

* Attendance at CBSR is preferred.