

Custodian/Janitor
Job Description

OLD FORT BAPTIST CHURCH
10505 Dorchester Rd
Summerville, SC 29485

Pay Rate: \$20/hr

Hours: Up to 29 hrs/week (flexible between the hours of 7:00am-5:30pm Monday-Thursday & 7:00am-1:00pm on Fridays).

Location: Church Campus (spanning three buildings: Worship Center (WC), Ministry Center (MC), and Christian Life Center (CLC))

We are seeking a dependable, detail-oriented custodian/janitor to care for our church facilities. You will ensure that all worship spaces, classrooms, offices, hallways, and restrooms are clean and ready for parishioners and visitors. You will share these responsibilities with another part time custodian/janitor under the direct supervision of the Maintenance Supervisor.

PRINCIPLE FUNCTION

The Custodian/Janitor will primarily be responsible for helping maintain three campus buildings in a clean, safe, and welcoming condition for weekly services, events, and community activities.

Responsibilities

- **Worship Center Building:** Vacuum all carpeted areas, dust/wipe pews, dust mop stage, clean all windows and glass doors, mop foyers, tiled classrooms, and bathrooms.
- **Ministry Center:** Vacuum main room & lobby, mop bathrooms, kitchen, back hallway, and back room. Clean all glass doors and windows.
- **Christian Life Center:**
 - 1st Floor: Mop Annex lobby, kitchen, dining room, and gym floor.
 - 2nd Floor: Vacuum all carpeted areas. Clean, dust, & mop the main office and individual offices. Clean windows and glass doors.
- **Restrooms:** Thoroughly clean and disinfect all multi-stall and single-use restrooms across the three buildings. Restock paper products and soap.
- **Waste Management:** Empty trash cans and recycling bins from all three buildings and move waste to the outdoor dumpsters.
- **Facility Monitoring:** Check interior and exterior doors, turn off designated lights, and report any maintenance issues or safety hazards to the Maintenance Supervisor.

Qualifications

- **Experience:** Previous custodial or janitorial experience is preferred, but a strong work ethic is most important.
- **Physical Requirements:** Must be able to walk between buildings, climb stairs, bend, and lift up to 50 pounds (such as trash bags or folding tables).

- **Character:** Respectful of a church environment, trustworthy, and able to work independently with minimal supervision.
- **Communication:** Able to report supply needs and property damages promptly to church leadership.

Church Staff Relationships

- Meet with the staff for daily devotions at 9:00am
- Maintain lines of open communication with all staff

Accountability

- Report directly to the Maintenance Supervisor
- Perform other duties as assigned by Maintenance Supervisor, Administrative Pastor, or Senior Pastor
- Be up-to-date on the policies and procedures outlined in the OFBC Constitution and Bylaws, Leadership Policy Manual/Covenant, and Employee Handbook