

# Assistant Custodian Duties and Responsibilities

## Time Commitment:

- 8-10 hours a week
- Ideally, Friday/Saturday, so everything is clean for Sunday.

## Weekly:

### 1. Clean Windows:

- All glass entry doors and windows
- Office door
- Windows in offices

### 2. Dust:

- Offices
- All ceiling fans
- Tables, pictures, and decorations throughout the building
- Mission building

### 3. Wipe down/ clean:

- All entry doors and handles to the restrooms and fellowship hall
- Tables
  - Youth room,
  - Mission Building (both sides), and
  - Rooms 105, 107, 111, 113, 114, 116, 118, 120, 122, and 125
  - Use Pledge or Scrubbing Bubbles, if needed
- Tables and removable baby seats in rooms 121 and 127
  - Use Clorox wipes
- Countertops in:
  - All kitchens
    - 2 in Main Building
    - 2 in Mission Building
  - Use a Mr. Clean Magic Eraser on stains on the countertops in the Fellowship Hall Kitchen when needed.
- Appliances in all kitchens:
  - 2 in Main Building and
  - 2 in Mission Building
  - Use Windex on the stainless steel and a wet cloth and magic eraser on others.

## Monthly

### 1. Dust:

- Blinds and
- Window sills

### 2. Clean:

- Air vents
- Cob webs
  - Perimeter of ALL ceilings,

- Light fixtures,
- Corners throughout the entire building (Main and Mission)

3. Vacuum:

- Pew crevices
- Cry room couches
  - Underneath

**Quarterly:**

1. Polish Pews:

- Right before Easter Sunday
- End of June
- End of Sept
- Right before Thanksgiving

2. Wipe down cabinets in all kitchens

- 2 in Main Building and
- 2 in Mission Building
- Use Clorox wipes or soap and water

3. Vacuum balcony

**Yearly:**

1. Wipe down cabinets in Fellowship Hall Kitchen with Old English.