

Job Title - Church Custodian at First Baptist Church, Andrews, TX

Job Status - Full-Time, Non-Exempt, paid Hourly. Overtime must be approved.

Wage will be determined based on experience. Benefits include vacation and sick leave.

Job Summary - The Church Custodian is responsible for the appearance, cleanliness, maintenance and security of the building and grounds of First Baptist Church. He or she will support all areas of building maintenance and custodial care. The Church Custodian shall be a key team player in helping guide First Baptist Church to fulfill its mission and purpose. More information can be found at fbcandrews.org

The Church Custodian reports directly to the Associate Pastor of Administration.

Job Responsibilities

- Work directly with church staff for set up (tables, chairs audio/visual needs, etc.) and tear down for church events and building operations.
- Work with other custodial staff to insure the building is clean and ready for church events.
- Regularly inspect the church premises for areas of need and/or concern and report findings to the church office.
- Keep the church buildings, floors, and restrooms clean, attractive and well-maintained.
- Collect and dispose of trash throughout the church facilities.
- Maintain attractive and safe church grounds by picking up trash, caring for flowerbeds, watering grass, shoveling snow, de-icing steps and entrances, as well as other maintenance duties.
- Perform minor repairs, including but not limited to masonry, electrical systems, plumbing and immediate temporary repairs in an emergency.
- Inspect and perform general maintenance on HVAC units, including filter changes and minor repairs.
- Set thermostats to appropriate temperatures.
- Inspect and replace light bulbs as needed.
- Unlock and lock the church facilities for events as needed.
- Fill baptistry when the church has scheduled a baptism.
- Wash, maintain, and replace laundry from the church baptistry, kitchens, and nursery.
- Assist office staff in maintaining general cleaning supplies, paper goods, and repair materials.
- Assist in regularly, scheduled vehicle maintenance.
- Supervise and assist the lawn maintenance crew and church members who volunteer for maintenance responsibilities.
- Decorate the worship center for Christmas.
- Perform other tasks and responsibilities as assigned by the Associate Pastor of Administration.

Job Requirements

- Custodial and general maintenance experience preferred
- Knowledge of basic HVAC and mechanical functions of a large non-residential building
- Punctuality and reliability during work hours
- Ability to stay motivated without direct supervision
- Good organizational and planning skills
- Available on a 24/7 basis for emergencies
- Ability to communicate with staff and volunteers on facility needs and uses

Physical Demands

- Continual standing, walking, and reaching with hands/fingers/arms during shift.
- Occasional climbing, balancing, kneeling and crouching during shift.
- Job duties may require the handling of potentially hazardous chemicals.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities, including climbing ladders and gaining access to attic spaces and the roof