

Position: Part-Time Church Custodian

Summary of Position:

The Church Custodian shall be responsible for the general cleanliness and appearance of the Providence Baptist Church facilities.

Duties and Responsibilities:

- Will organize cleaning time frames for after Sunday Activities and after Wednesday Activities.
- Shall abide by all policies addressed in the Church By-laws and Personnel Manual.
- Vacuum sanctuary as scheduled and check pews for trash and dust. Clean as necessary.
- Vacuum carpet in halls and rooms as scheduled.
- Mop, clean, and disinfect all restrooms as scheduled.
- Empty trash receptacles and dispose of all waste as scheduled.
- Spot clean walls, baseboards, doors, ledges, windows, mirrors, glass, etc. as needed.
- Check, vacuum, and clean the facility before and after special events (if agreed upon).
- Check to ensure that cleaning supplies are maintained for kitchen and bathrooms and mop heads are replaced as needed.
- Ensure doorways are clean around church facilities.
- Mop kitchens in Fellowship Hall and Family Life Center.
- Dust mop gym floor in FLC as needed.
- Clean refrigerators, stoves, and countertops.
- Report plumbing leaks, electrical problems, and any other issues to the church secretary or the Building and Grounds Committee Chairman as soon as possible.
- May dissolve this agreement by giving a 30-day notice.

Qualifications Required:

- A relationship with Christ.
- Experience in cleaning and general maintenance is preferred.

Salary:

- Based on Bid