



Job Description

Job Title: Custodian

Reviewed by: Personnel Committee

And whatsoever you do, do it heartily as unto the Lord, and not unto men; knowing that of the Lord you will receive the reward of the inheritance: for you serve the Lord Christ.

Colossians 3:23, 24

I. Responsibilities

- A. Primary Function: Maintain the congregation's building in good physical condition with a clean and neat appearance.
- B. Summary of weekly duties
 1. *Before Service on SUNDAYS thoroughly clean the building.*
 - a. Foyer: Dust mop floors and clean as necessary; align furniture; collect items and/or trash left behind; take items to Lost/Found in office.
 - b. Hallways/Entries: Vacuum carpets and entryway carpets; dust/clean horizontal surfaces; wipe furniture; clean windows; spot-clean walls; replace light bulbs (as needed).
 - c. Library and classrooms: Vacuum carpets; dust/clean horizontal surfaces; dump trash; clean windows; spot clean walls; replace light bulbs (as needed).
 - d. Preschool rooms: Vacuum carpets, dust/clean horizontal surfaces, dump trash, clean windows, spot clean walls, replace light bulbs (as needed).
 - e. Sanctuary: Vacuum carpet; dust horizontal surfaces; wipe tables; clean windows; spot clean walls. Vacuum pews as needed.
 - f. Offices: Vacuum carpet; remove trash. Do not clean desks or move papers on desks, clean windows, spot-clean walls, replace bulbs (as needed).
 - g. Bathrooms: Empty trash; refill paper towels; toilet paper and hand soap; clean urinals and commodes; clean sinks and mirrors; wet- mop floor using hot water and appropriate cleaning solution (following written instructions on chemical solutions); flush floor drain with hot soapy water.
 - h. Nursery Room: Empty trash; vacuum; wipe down cabinets.
 - i. Coffee Makers: Ensure that all "common area" coffee makers are clean and stocked for the meeting times.
 2. After *WEDNESDAY*, CLEAN AS NEEDED as described in Section 1 above. This should be checked Thursday so as to ensure that food items have not been left out from Wednesday night activities.

3. *Multi-purpose building/Gym*: empty trash cans and change liners, check floor and clean using dust mop, spot clean using damp mop as needed.
 - a. Kitchen: Empty trash; change liners; check floor; sweep as needed and wet mop using proper cleaning solution.
 - b. Bathrooms: Empty trash containers; check paper towels, toilet paper and hand soap. Clean urinals and commodes and floors with hot water on a regular basis using disinfectant cleaners.
4. Before & After other events: Make sure things look neat and clean; check with people involved for special set-up instructions.

C. Periodic Duties

1. Maintain and order cleaning supplies through the office.
2. Check furnace filters monthly throughout heating and air conditioning season. (Exception: attic by Youth room. Air exchangers may be changed by professional.)
3. Carpet/tile cleaning and washing of foyer windows when needed.
4. Keep track of the condition of the building and advise the Property Chairman and/or office when repairs need to be done.
5. Keep the custodial supply/equipment storage room clean and orderly.
6. At various times special cleaning may be required before and after weddings & special events. If this is necessary, please indicate this on your timesheet.
7. Any other reasonable duties assigned by Property Committee or Pastor.

II. Terms of Employment

- A. Compensation: \$_____ per hour on submission of bi-monthly time sheet from which required withholding will be deducted.
- B. The position of Custodian is regarded by the church to be a part-time position. Hours are expected to be maintained at 20 hours/week or less unless authorized.
- C. Oversight: Daily oversight and responsibility of this position is given to the property committee (building and grounds) as this position deals with the upkeep of the facilities. However, as an employee of First Baptist Church of Hooks, the Personnel Committee will make decisions regarding employment, with participation of the property committee.
- D. Those using the buildings are expected to use good judgment and to minimize damage and soiling and to clean up spills and messes. Nevertheless, whenever the building is occupied, normal dirt and clutter accumulates. Clean up and maintenance is the ultimate responsibility of the custodian. The appearance of the building is important to us all. Therefore, the custodian should discuss any problems that arise concerning groups using the premises with the Property Chairman.
- E. The personnel committee will provide the custodian with a periodic review of the

job description and assist in goal setting with participation from the property committee.

F. The personnel and property committees will support the custodian with Christian love and prayers.

G. *Requirements:*

1. *Your conduct must always reflect favorably on the church and be consistent with good Christian character.*
2. The custodian must be actively involved in a Christian congregation.
3. **TEXAS CRIMINAL BACKGROUND CHECK REQUIRED.**
4. The custodian must understand the need for confidentiality as he/she will have access to the building during office hours, during which counseling may be taking place.
5. The custodian should be able to work independently.
6. It is required that a church custodian be available whenever needed. This may mean unconventional hours due to special events.
7. This job may require heavy lifting. Therefore, it is expected that the custodian be in good physical health.
8. General knowledge base of facilities as this job does require one to “Keep track of the condition of the building and advise the Property Chairman and/or office when repairs need to be done.” (Article I, Section C, Subsection 4)

Signature of
Custodian _____ *Date* _____

Signature of Property Committee
Chairman _____ *Date* _____

Signature of Personnel Committee
Chairman _____ *Date* _____