

CUSTODIAN

Person filling this position would perform complete custodial duties of the entire Church Building. This position will improve the overall cleanliness of the building on a routine basis and clean facility to worship in.

Ministry Area/Department:	General staff/Trustees
Position:	Custodian (part time)
Accountable to:	Head Trustee
Position is:	Paid Staff
Position May Be Filled By:	Church Member/Attendee
Minimum Maturity Level:	Experience, Stable, Trustworthy, Strong work ethic
Spiritual Gifts:	Helps, Serving
Talents or Abilities Desired:	Able to organize tasks; see beyond the obvious jobs of what needs to be done; knowledge in the use of equipment used; Work independently. Finish a task with excellence.
Best Personality Trait:	Flexibility, Dependable, Discreet, Friendly,
Passion for:	To worship in a clean facility and use his training and experience.
Length of Service Commitment:	One year minimum

ANTICIPATED TIME COMMITMENTS:

Doing ministry/preparing for ministry:	8-10 hours per week
Benefits:	None
Hours:	Flexible as approved by Trustees
Days:	Generally mornings and occasionally other times when an outside event requires extra i.e; Funerals, Weddings.

PAY RATE:

General Cleaning: \$8.00 per hour; set fees for Weddings and outside group events

RESPONSIBILITIES/DUTIES:

- Complete custodial duties are performed including cleaning of the sanctuary, atrium, nurseries, bathrooms, kitchen, Fellowship Hall and all other rooms in the building. A weekly checklist of routine tasks will be followed.
- In addition to the normal daily and weekly duties, specific custodial projects would be assigned periodically by the Pastor or Head Trustee. Such projects may include washing windows or other cleaning and maintenance duties.
- Keep a running inventory of cleaning items and supplies needed and inform the Head Trustee when reordering is necessary.

CUSTODIAN WEEKLY CLEANING CHECKLIST -- dates/hrs worked _____

This form is to be completed and turned in to head trustee mailbox weekly

SANCTUARY

- _____ Dust pews, window ledges, all furniture
- _____ Vacuum all areas including between pews, stage and steps
- _____ Clean up trash (tissues, crayons etc)
- _____ Clean glass doors into sanctuary

LIBRARY

- _____ Dust all shelves, window ledges, furniture Vacuum

FOYER, ENTRIES, HALLWAY

- _____ Vacuum all carpeted areas
- _____ Dust all furniture and window ledges
- _____ Clean glass doors at both entrances

PRAYER ROOM

- _____ Vacuum
- _____ Dust furniture and window ledges
- _____ Sanitize table top

NURSERY & KIDS ROOM

- _____ Vacuum
- _____ Dust furniture, shelves and window ledges
- _____ Sanitize all surfaces except toys (toys will be done by a volunteer)

BATHROOMS (3) gloves must be worn

1. _____ clean and disinfect sinks, counters, faucets, all door knobs and grab bars
2. _____ refill paper towels and toilet paper (extra roll on back of toilet)
3. _____ empty trash
4. _____ clean toilets/urinals inside(bowl) & out(tops, handle, seat, lid, rim, base)
5. _____ mop floors

FELLOWSHIP HALL

- _____ Sweep, mop floor weekly and polish monthly
- _____ Dust window ledges
- _____ Sanitize table surfaces & chairs in room

KITCHEN

- _____ Sweep, mop floor and polish monthly
- _____ Disinfect all counter tops and surfaces
- _____ Clean sinks and stove top
- _____ Dust window ledges & empty trash

CLASSROOMS

- _____ Vacuum all carpet
- _____ Dust all furniture, window ledges
- _____ Empty trash
- _____ Disinfect all table tops and in kids room all surfaces

BACK STEPS, DOOR, MUSIC ROOM

- _____ Dust
- _____ Vacuum
- _____ Clean glass door

TRASH

_____ All trash is to be emptied and bags put _____

Wash all windows, woodwork, ceiling fans, chandeliers on a rotating basis 2 times/year.

It is not the custodian's responsibility to "clean up" after a specific ministry function other than as listed above. All ministries are to clean up and put away items used. If a ministry has not done so, please complete the notification to the ministry leader with a copy to head trustee.

Weddings, funerals and other scheduled special events will require custodian be available to clean up after the event and before the Sunday services. If these require additional hours, please let head trustee know. Please submit payroll hours to head trustee and to treasurer. Please ask treasurer how and where she wants to receive this information.

All questions/concerns and need for cleaning supplies is to be submitted to head trustee or designee in their absence.