

Custodial Job Description  
First Baptist Church Camdenton

Qualifications: Ability to understand and follow instruction and directions as they pertain to work performance and assignments.

Knowledge of/or willingness to learn building, cleaning and maintenance procedures.

Ability to project a positive image and cooperative attitude to staff, church members, and members of the community.

Principle Function: To provide an attractive, comfortable, clean place in which the church body can worship and carry out church activities.

Reports to: Personnel Committee

Responsibilities:

1. Complete attached checklist of assigned custodial duties daily.
2. Clean, disinfect, and supply restrooms daily.
3. Clean walls and dust furniture at least once per week: dust chandeliers and replace light bulbs in the sanctuary at least once per quarter.
4. Clean classrooms, halls, offices, and other rooms daily, including the removal of all trash and debris.
5. Maintain and order custodial supplies: supply list to church secretary.
6. Set up for special activities at church, i.e., weddings, funerals, special events, etc., following church guidelines.
7. Set up and take down tables and chairs for Wednesday night fellowship supper, Bible studies, and other activities as they occur, following their specific directions for set up.

8. Assume responsibility for the opening and closing of the church building at each church activity: ensuring that all doors and windows are secure and all lights, except those left on for safety reasons, are turned off.
9. Control heating and air conditioning temperatures.
10. Demonstrate appropriate safety, handling, storage, and marking of all cleaning and sterilizing chemicals.
11. Do light maintenance repairs as necessary.
12. Demonstrates aptitude or competence for assigned responsibilities.
13. Clean, fill, heat, and drain the baptistery for baptismal services.
14. Police church grounds for trash.
15. Remove snow and ice from sidewalks during inclement winter weather.
16. Make recommendations to the Properties Committee for needed repair and new equipment.
17. Custodian days off are by mutual agreement between the Personnel Committee and custodian.
18. There shall be no overtime for any work over forty hours: therefore, overtime should not be on a consistent basis.
19. Perform other duties as assigned by the Pastor.