

## CUSTODIAN

### Job Description

**Responsibilities:** The position responsibilities will include keeping the church buildings and grounds clean, neat and orderly, reporting any major repair needs to the Building and Grounds Team, performing preventive maintenance on church systems, as required, managing the maintenance budget and additional duties including, but not limited to the following:

**Custodial** (*duties associated with appearance and upkeep of facility*)

- Walking the entire campus every morning to inspect property for cleanliness, damage and maintenance needs;
- Inspecting property after a major storm for damage to roof, windows, etc.;
- Walking property before leaving to ensure that all buildings are locked securely;
- Cleaning outside areas to include blowing leaves, picking up tree branches, and keeping entrances free of debris, as needed;

**Janitorial** (*duties associated with cleanliness of facility*)

- Keeping the sanctuary, Sunday School rooms, Family Life Center offices, Fellowship Hall and all areas of the church buildings clean to include vacuuming, dusting, removing trash, cleaning all restrooms and inspecting the same daily to maintain a clean and orderly facility;
- Keep outdoor sink area clean;
- Vacuuming all carpet and mopping all hard finish floors weekly;
- Cleaning the kitchen in the main building weekly;
- Cleaning the parlor, choir rooms, and Sunday school rooms weekly;
- Cleaning the vending area and gym weekly;
- Emptying and cleaning Family Life Center kitchen trash cans as needed;
- Cleaning Preschool areas and bathrooms after class to include vacuuming, removing trash and mopping floors;
- Clean gym floor monthly, except June, July and August;
- Washing windows in all buildings, as required;
- Cleaning woodwork, doors, light fixtures and any area where dirt accumulates or fingerprints can be seen, as time permits;
- Stripping and waxing all hard finished floors annually, or as required;
- Remove all furniture from each Sunday School room quarterly and vacuum carpet.

**Maintenance/Repair** (*duties associated with repairs of facility equipment*)

- Repairing broken and non-functioning light fixtures, including bulb and ballast replacement;
- Cleaning light fixture lenses as required;
- Inspecting and replacing bulbs in outdoor light fixtures, as needed;
- Inspecting heating/air conditioning equipment to ensure proper operation; arranging for maintenance/repairs as needed;
- Maintaining lawn equipment and golf cart (lubrication, filters, fuel, etc.) and reporting significant maintenance issues to supervisor;
- Repairing malfunctioning plumbing fixtures (leaking toilets, dripping faucets, etc.) as needed;
- Ordering cleaning supplies and filters; changing HVAC filters, as required.

**Other** (*other duties as required*)

- Placing and removing informational banners at corner of property, as needed;
- Checking the church calendar daily to note any meetings to ensure that thermostats are comfortably set to accommodate function;
- Maintaining file in church office indicating location of thermostats and filters (with sizes noted);
- Keeping a record of major system repairs and new installations for warranty and quality control purposes;

- Maintaining clipboard in church kitchen for members to note custodial/janitorial concerns and comments;
- Communicating custodial/janitorial concerns to supervisor;
- Serving as church Fire Safety Director/Marshall, as follows:
  - Escort fire marshall on their annual inspection,
  - Test and maintain fire safety equipment, lights and alarms;
- Providing 24-hour response to fire alarm system and plumbing, heating/air conditioning, building or property emergencies, if necessary and available;
- Attending Building and Grounds Team meetings, without vote, to communicate and coordinate church maintenance issues, as requested;
- Prepare Fellowship Hall when it is rented by inspecting gas stove (if used) and inspecting afterward for proper cleaning;
- Spread pesticides to control fire ants, as needed;
- Handling other duties as assigned by the Building and Grounds Team

**Qualifications:** The custodian is expected to be physically able to perform all duties, including the operation of all necessary maintenance equipment.

**Hours of Employment:** The position is full-time, based on 30 hours a week, as required.

**Vacation:** For the first year of employment vacation is earned at the rate of one half day per month until the end of that calendar year of employment. Beginning on January first after the year of hire, vacation is earned at the rate of two weeks per year. Beginning on January first of the fifth calendar year of employment, vacation is earned at the rate of three weeks per year, which is the maximum vacation per year. The vacation time must be scheduled and approved by the head of staff.

**Compensation:** The salary will be calculated on an hourly rate and paid twice monthly. This full-time position also includes group health insurance (on a 50/50 cost sharing basis), eight paid holidays and paid sick days based on length of continuous employment.

**Performance Evaluation:** The responsibilities of the position and the performance of the custodian will be reviewed annually by the Building and Grounds Team Chairperson.

**Accountability/Supervisor:** (1) Building and Grounds Chairperson, (2) Head of Staff