

# **Calvary Baptist Church**

## **Custodian**

### **Ministry Profile and Job Description**

**Job Title:** Custodian

**Purpose:**

The scriptures demonstrate the importance of “holy places” where God’s people gather for worship, instruction and mutual support. Proper care of these places supports the ministries of the church and represents good stewardship of God’s gifts. The Custodian will insure that the facilities, equipment and grounds of Calvary Baptist are clean and properly maintained.

**Relationships:**

The Custodian is supervised by the Senior Pastor; works most directly with the Administrative Assistant, the other members of the church staff and the Buildings and Grounds Committee; and is accountable to the Personnel Committee.

**Qualifications, Skills and Gifts:**

- A commitment to represent the Lord and His church through appropriate conduct, speech and dress.
- An ability to relate to church staff and church members in a courteous and helpful manner.
- An attention to detail in the performance of duties.
- An ability to organize time and maintain personal discipline in the completion of tasks.
- A familiarity with facility systems (electrical, plumbing, hvac, etc) and an ability to do basic maintenance and repairs.

**Description of Duties:**

- Know the policies and schedules established by the church for the use and maintenance of facilities and equipment.
- Clean the facilities of the church in accordance with the Custodian Work Schedule (see attached).
- Work with the Administrative Assistant to insure timely ordering of cleaning supplies and equipment as needed for carrying out tasks.
- Adjust settings on heating and cooling equipment as instructed.
- Prepare baptistery for use as needed and drain water slowly after baptism.
- Set up and take down tables in Fellowship Hall for church-related meals and banquets.
- Prepare facilities for special use (Associational meetings, VBS, funerals, etc.) when needed.
- Lock and unlock doors of facility as instructed.
- Perform light routine maintenance duties as requested.
- Perform additional custodial duties as assigned.

**Time Requirements and Benefits:**

- The Custodian will work approximately 40 hours per week, with additional time possible when needed.
- Compensation for the Custodian will be based on experience and qualifications.
- All matters pertaining to compensation, vacation, sick leave, insurance, social security and performance evaluations will be governed by the current personnel policy documents of the church.

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## Custodian Work Schedule

### Weekly Responsibilities:

- Empty trash cans in all areas.
- Vacuum/sweep and mop all restrooms
- Clean and sanitize restroom fixtures, replenish tissue and towels as needed.
- Clean and sanitize all water fountains,
- Sanitize all stairwell handrails.
- Vacuum floors in office areas, including hallway
- Vacuum heavy traffic area in chapel.
- Vacuum and mop youth area, including hallways.
- In sanctuary; vacuum all carpet and hardwoods including choir loft and balcony, dust mop hardwoods, vacuum tile/linoleum, dust furniture in vestibule
- Vacuum and mop all floors in educational building.
- Vacuum and mop fellowship hall, kitchen, and hallways behind fellowship hall including elevator area.
- Sweep portico in front of offices and in front of sanctuary.

### Monthly Responsibilities:

The monthly cleaning responsibilities have been divided into 4 areas:

- Area 1: Office, Chapel and Youth Department
- Area 2: Sanctuary (including vestibule, balcony, choir loft and adjoining hallway)
- Area 3: Educational Building (upper and lower floors)
- Area 4: Fellowship Hall and Kitchen (including adjoining hallways and classrooms)

Each of these four areas will be cleaned once a month (Area 1 in Week 1, Area 2 in Week 2, and so on) with the following cleaning duties to be performed:

#### Area 1

- *In Office areas, hallway, and Sunday School rooms:* Dust furniture (use furniture polish or leather cleaner on pieces needed), bookshelves, tables, desks, windowsills, baseboards and chair rails. Clean glass door leading into reception area. Clean inside glass doors and windows
- *In Chapel area:* Use furniture polish on all furniture pieces. Dust pews, baseboards and windowsills. Vacuum and use dust mop on wood floor areas, including Sunday School rooms and vestibule. Remove cobwebs from all areas.
- *In Youth Department:* Dust all furniture, baseboards, and windowsills. Vacuum upholstery of sofas and chairs. Wipe down all tables. Vacuum/clean chalk board trays. Clean counter tops, back splash, sink and appliances used in Youth Kitchen.

#### Area 2

- *In Sanctuary, vestibule and balcony:* Use furniture polish on all furniture pieces. Dust windowsills, baseboards and chair rails. Wipe fluted boards and shutters in sanctuary. Clean hardware on entrance doors.
- *In Choir loft area:* Dust chairs, front railing, baptistery moldings, baseboards and chair rails. Vacuum and dust entrance area into choir loft.
- *In Hallway, elevator and elevator area:* Dust baseboards and chair rails. Wipe down elevator doors. Sanitize elevator control space.

### **Area 3**

- *In Education building (upper and lower floors):* Clean glass on internal and external doors. Wipe down all tables. Vacuum/clean all chalk board trays. Dust all windowsills and baseboards. Use metal cleaner on door hardware and metal kick-plates.
- *In Stairwell areas:* Vacuum and mop stairwell areas. Sanitize handrails.
- *In Brown kitchen:* Clean counter tops, backsplash, sink and appliances with appropriate cleaner.

### **Area 4**

- *In Fellowship Hall:* Dust windowsills, baseboards and chair rails. Wipe down all tables with sanitizer. Clean carpet as needed.
- *In Stairwell to Sanctuary:* Vacuum stairs and dust baseboards.
- *In Sunday School rooms:* Vacuum floors. Dust baseboards. Wipe down tables. Vacuum/clean chalk board trays.
- *In Kitchen:* Clean countertops, backsplash, sink and appliances with appropriate cleaning product.
- *In Hallways behind Fellowship Hall:* Vacuum floors. Dust baseboards and chair rails. Use furniture polish on table in sitting area. Vacuum upholstered chair.
- *In Elevator entrance:* Vacuum and mop floors. Dust all baseboards and chair rails. Vacuum stairs leading to sanctuary.

### **Quarterly and/or Semi-Annual Responsibilities:**

- Clean carpet every 4 to 6 months as needed.
- Wash all inside windows every 4 - 6 months.
- Strip and wax all floors every 6 months.
- Sanitize all stall walls inside and out in all bathrooms every 3 months.