

ASSISTANT CUSTODIAN

Principal Function: The Assistant Custodian will be responsible for working the evening hours while outside groups are using the facilities and help in keeping the facility clean and orderly, and open and ready the building for Sunday morning services.

I. Specifically:

1. Unlock and lock doors as indicated by schedules and requests.
2. Clean areas assigned daily by the Head Custodian.
3. Making sure all of the church is cleaned and ready for services as needed.
4. It is the custodians job to notice if the heat or air is on. If there is a problem with it, he should report to the office so they may contact the proper company to repair it.
5. At the end of the night upon leaving, make sure all lights are out, doors pulled shut and locked, and make sure heat or air is off.
6. Prepare the sanctuary, chapel, chancel for special services and be there prior (especially on Sunday morning).
7. Shovel and salt all walks when ice and snow are present.
8. Head Custodian shall set the work schedule for the Assistant Custodian.
9. Unlock and set up for wedding rehearsals and weddings as assigned.
10. Replace burnt out light bulbs.
11. Assist in setting up and taking down of tables and chairs for various meetings.
12. Clean the outside grounds of trash.
13. Be diligent in doing all assigned responsibilities on "Checklist."