

CUSTODIAN

Principal Function: The custodian will be responsible for keeping the facility clean, orderly and with minor repairs.

I. Custodian

1. Unlock and lock doors as indicated by schedules and requests.
2. Clean classrooms and restrooms in the education building.
3. Making sure all of the church is cleaned and ready for services as needed.
4. It is the custodians job to turn on the heat or air. If there is a problem with it, he/she should report to the office so they may contact the proper company to repair it.
5. Keep glass clean, not only in doorways, but all around the building. Outside maintenance on windows are almost uncontrollable.
6. At the end of the night upon leaving, make sure lights are out, doors locked and turn off heat or air if it is still on.
7. After services are over if nothing else is scheduled that day, clean-up may be done the following day.
8. Prepare the sanctuary, chapel, chancel for special services and be there 30 minutes prior.
9. Custodians should make sure there is toilet paper and paper towels in the bathroom and paper towels in the kitchen and is responsible for making sure supplies are ordered and well stocked.
10. Set up, take down, and sweep classrooms and Fellowship Hall as needed.
11. Empty all waste baskets and vacuum, sweep and mop floors as needed.
12. Shovel and salt front and maintenance walk.
13. Shampoo hallway carpets monthly and classrooms as needed.
14. Burnish the tile in Fellowship Hall and the Gym as needed.
15. Assist in the stocking of the pop machine.
16. Keep interior clean in all church vehicles.
17. Unlock and set up for wedding rehearsals. After checking with the Wedding Hostess, the custodian may leave if no longer needed.

II. Maintenance

1. Change classroom air filters when needed.
2. Replace overhead and lamp lights that are burned out.
3. Keep all church vehicles serviced and maintained.

III. Staff Relationships

1. The full time custodian shall be in charge and is responsible for scheduling of all part-time custodial staff.
2. Come to work clean and dressed appropriately; treat people courteously and use appropriate language.