

Custodian

Principle Function:

Professionally maintain church properties and grounds; make minor repairs.

Regular Duties:

1. Sweep, mop, buff, clean and wax floors according to schedule. Dust furniture and equipment; wash walls and windows and vacuum carpets as scheduled.
2. Maintain clean restrooms; replenish tissue and towels; empty waste cans.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate and maintain proper heating and cooling equipment according to schedule and instructions.
5. Prepare baptistry for use as directed and clean following use.
6. Arrive at church building in a timely fashion to open and close building daily as scheduled.
7. Mow grass; trim shrubbery, maintain clean church entrance, sidewalks and parking areas.
8. Work with volunteers when available, but take primary responsibility to move furniture, set up tables and chairs for meals, banquets and other similar occasions; set up auditorium and classroom areas for regular activities.
9. Set up for and clean up after weddings, funerals and other social, community and church events as directed.
10. Perform other duties as assigned by supervisor and /or pastor.