

BUILDINGS CUSTODIAN

The buildings custodian is responsible for keeping the church buildings clean and orderly. In the event of weddings, funerals and other nonchurch sponsored events, the event host will be responsible for paying for the custodian's services. Church policy will dictate fees.

Ministry Area/Department	Buildings and grounds
Position	Buildings custodian
Accountable To	Buildings and grounds administrator
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Able to perform physical labor necessary in cleaning church facilities
Best Personality Traits	Hardworking ÉConscientious ÉAnalyst-dependable or leader-dependable
Passion For	Good stewardship of the facilities God has given the church ÉPresenting a positive physical appearance of the church in the community
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** twenty to forty hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Inform buildings and grounds administrator when cleaning supplies are low or when equipment or facilities need repair.
2. Empty all wastebaskets weekly; more often if necessary.
3. Dust furniture in offices, reception areas, visitor center, sanctuary and entrances.
4. Vacuum offices and carpeted areas weekly, or more often if needed. Dust-mop, sweep or vacuum other areas as needed.

5. Clean/disinfect drinking fountains and telephone mouthpieces weekly.
6. Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
7. Thoroughly clean restrooms weekly. Check them after each event and reclean if necessary. Includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
8. Clean windows and glass doors as needed.
9. Replace light bulbs. Turn off nonrequired lights.
10. Water plants as needed.
11. Pick up litter.
12. Check all areas for odors. Clean/disinfect as necessary.
13. Clean up after church-sponsored special events.
14. Clean up accidents as needed: spills, stomach upset, etc.
15. Check and clean baptistry area after baptisms and as needed.
16. Straighten hymnals and restock pew racks on Mondays and after midweek meetings and services.