

Job Description

Custodian

Brief description

- Maintain building and grounds so they are clean and neat, this includes mowing, edging, dusting, etc.
- Unlock doors and gates before events. Lock up afterwards.
- Set up before events, tear down and clean up after events. This often involves moving tables and chairs, spot-cleaning floors, wiping counters and vacuuming.
- Identify areas that require professional repair or maintenance (examples: water or electrical problems, plaster repairs)
- Direct volunteers who may assist with custodial responsibilities.
- Work with the staff and members of Second as part of the hospitality team.

Important Qualities

Trustworthy — _____ Congregational trusts the custodian with access to every area and every resource. A successful custodian will be worthy of all that trust.

Self-starter — Much of the custodian's work will be done independently, most often without any supervision. A successful custodian will be able to organize and structure their work to accomplish the positions goals.

Hard Worker — Appropriately maintaining _____ Congregational Church's large facility requires steady and effortful work.

Reliable — _____ Congregational Church has to be able to count on its custodian to follow through in a timely, dependable manner.

Good, physical health — Being a custodian can be physically demanding at times. A successful custodian will be able to lift 50 pounds above your head if needed and to work without frequent breaks and in poor weather.

Description of duties

Daily

- Remove trash and recycling from offices.
- Touch up vacuuming and cleaning in office areas.
- Keep an eye out for things that need repair or further maintenance. Report repair needs to church office.
- Remove trash from grounds, including the gutters adjacent to church.
- Check to make sure doors are locked.

2–3 times a week (depending on use)

- Clean women's restroom in basement.
- Lock and unlock facility for groups. Occasionally, this includes evening times.
- Watering plants in courtyard and flowerbeds.

Weekly

- Attend weekly staff meeting.
- Clean up and vacuum rooms in use on Sunday. These include the sanctuary, narthex, lounge, office, hallways, stairs, Sunday School rooms, Fellowship Hall, Youth Room, and kitchen.
- Remove trash and straighten up after rooms are used.
- Put out trash and recycling for pick up.
- Clean all bathrooms. (4 on main level; 2 in basement; 1 on 2nd floor)
- Dust-mop hard floors.

- Visual inspection of entire facility.
- Mow the lawn (summer).
- Maintain appropriate temperatures in the meeting areas using the thermostats.
- Change signs.

Every two weeks

- Dust and remove cobwebs in main traffic areas.

Monthly

- Mop hard floors (including kitchen).
- Check and/or replace furnace filters.

Occasional basis

- Oversee volunteer help with maintenance and storage.
- Purchase cleaning and minor maintenance supplies.
- Dusting and cobweb removal in remaining areas.
- Replacing light bulbs (replacing some will require more than one person).
- Clearing snow from walkways and sidewalks
- Salting slick areas of walkways and parking lot.
- Maintaining inventory of storage areas and materials.
- Organize storage materials for accessibility.
- Trimming bushes and flowerbeds.
- Edging the sidewalks.

Yearly

- Oversee care and cleaning for the wood in the sanctuary.
- Oversee steam-cleaning of carpets.
- Oversee deep cleaning and waxing of Fellowship Hall.

Of course, this schedule can change, depending on how the building is being used. Other duties may also be required as assigned by the immediate supervisor.

Other Details

- Salaried position, 30 hours/week
- Weddings and funerals pay extra, and are arranged separately.
- After 6 months, 2 weeks of vacation per year, five “sick days”
- Compensatory time — that is, if you put in more hours in one week, you have the opportunity to schedule your time for less the next. Comp time must be taken within the two weeks after being earned.
- Formal evaluations will take place after first six months and each September after that.
- Direct Supervisor: Senior Minister
- Other Staff:
 - Licensed Lay Minister (supervises office administration in absence of Senior Minister)
 - Secretary (helps coordinate office and facility usage)

Interview Notes

Importance of clean — esp in the kitchen and bathrooms

Working with volunteers and guests very important

Importance of physical health

Security — locking and unlocking doors. Checking doors every morning.

Difference between trustworthy and reliable

References are important!

Prioritized Custodial Duties

Hot

- Floors (dustmopping and mopping).
- Removing trash and recycling. Putting out weekly.
- Setting up and breaking down tables and chairs.
- Cleaning bathrooms.
- Identifying things that need fixing or further maintenance.
- Overseeing volunteer help.
- Setting up for events; cleaning and straightening up after

Important

- Performing or overseeing minor maintenance (light bulbs, faucets, doors, toilets, greasetrap, windows, furnace filters)
- Unlocking doors before an event and locking up after
- Changing signs
- Dusting and cobwebs

Helpful

- Maintaining inventory of storage and storage materials
- Keep stored materials accessible
- Prioritize table/chair usage to maximize longevity

Things that could be farmed out to others:

Yardwork

Signs

Snow/ice removal

Preparing the coffee on Sunday morning

Dusting and cobwebs

Clean kitchen

Rummage Sale

Maintaining striping in the parking lot

Wedding and funeral fees are separate