

Christ's American Baptist Church

Employee Handbook and Policy Manual

Job Description - Custodian

Part-Time – Approximately 15 hours/week

Purpose of the position:

The Custodian is responsible for the cleanliness and maintenance of the church building, grounds and property, including outdoor equipment and vehicles. The Custodian will work collaboratively with the Custodial Superintendent, Property Committee and assigned volunteers to assure proper appearance and functionality of all church facilities, equipment, and property.

Reporting Relationship:

- ***Custodian***
 - *Reports to Custodial Superintendent.*
 - *Senior Pastor supervises this position.*
 - *Additional direction may come from the Property Committee Chair as well as the Administrative Assistance.*

Qualifications:

- *A CABC member upon employment and, thereafter, a member in regular attendance and participation, adhering to the theology and doctrines of CABC.*
- *All applicants must consent to Criminal and Child Abuse History Background Checks before being hired and during employment as required by law.*
- *Conscientious and take pride in keeping the church clean and in good repair.*
- *Dependable, responsible and self-motivated, ability to work independently.*
- *Demonstrate regular and punctual attendance.*
- *Ability to prioritize tasks, plan and organize cleaning duties with maximum efficiency.*
- *Ability to reach, bend, stoop, kneel, use a ladder, and stand for extended periods.*
- *Ability to lift a minimum of 50 pounds.*
- *High School diploma or equivalency is preferred.*
- *Good communication skills, work with a team, and conduct oneself in a manner that honors the Church and its purposes.*
- *Possess a valid driver's license with a good driving record.*
- *Prior custodial experience is a plus.*

Responsibilities:

- *To perform this job successfully, an individual must be able to independently maintain a regular schedule of weekly cleaning and maintenance tasks while remaining flexible for events and circumstances that may alter daily priorities.*
- *The Custodial Superintendent and Custodian are expected to work a combined weekly total of approximately 30 hours per week, Monday thru Friday, beginning at 7:30 AM.*
 - *Additional hours may be required for peak activity times and special events.*
 - *At the discretion of the Custodial Superintendent and as workload permits, hours may be reduced to accommodate weeks of lesser workload. Total combined hours for custodial staff may not reduce to less than 20 hours per week.*
 - *Attendance is encouraged at the monthly Staff meeting usually held the 1st Thursday of every month around 12:00 PM.*

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Primary Duties of Custodial Staff:

- *Keep apprised of Church calendar for upcoming events.*
- *Unlock/lock facility and set security alarm as needed.*
- *Maintain and organize the custodial supply closets.*
- *Inform Custodial Superintendent of the need to reorder janitorial supplies.*
- *Trash collection and removal.*
- *Clean bathrooms – sinks, toilets, counters, mirrors, mop floors, and replenish supplies.*
- *Clean classrooms, sanctuary, prayer chapel and staff offices – vacuum, dust, pick-up and wipe down surfaces.*
- *Keep all wooden and glass doors clean.*
- *Setup and tear down to prepare classrooms, conference rooms, prayer chapel and sanctuary for church activities.*
- *Sweep and mop kitchen, cafe, gym floors and entryways.*
- *Water plants and maintain landscaping areas, including around marquis, playground and prayer garden.*
- *Mow front bank weekly (Spring-Fall months).*
- *Assist with snow removal on sidewalks and entryways as your normal work hours permit.*
- *Clean water fountains, mailboxes and front lobby.*
- *Clean windows, windowsills and lighting fixtures.*
- *Communicate atypical scheduling, maintenance and repair needs to Custodial Superintendent.*
- *Assure that the building is secure during work hours.*
- *Regularly check for paint and repair needs.*
- *Replace light bulbs.*
- *Drive the church van for pick-up or delivery, assist in maintaining the vehicle, assist in maintaining the interior and exterior cleanliness of the vehicle and hitch the trailer when needed.*
- *Provide or arrange security and clean up for special events when available.*
- *Allow flexibility in work day for other duties as communicated by the Administrative Assistant, Property Manager or Senior Pastor.*

Performance evaluation:

- *The Custodial Superintendent and Custodian must abide by Church By-Laws and perform duties in accordance with the protocols defined in the CABE Employee Handbook and Policy Manual.*
- *Performance reviews will be conducted at 30 days, 90 days, 6 months, and annually thereafter. The Supervisor (Senior Pastor) and the Property Committee Chair determine performance evaluation scores.*