

Christ's American Baptist Church

Employee Handbook and Policy Manual

Job Description - Custodian

Purpose of the position:

The Custodian is responsible primarily for the cleanliness of the church building and preparation of the facility for daily events. The secondary responsibility of the custodian is for the basic maintenance of the church building, grounds and property, including outdoor equipment and vehicles. The Custodian will work collaboratively with the Property Committee and assigned volunteers to assure proper appearance and functionality of all church facilities, equipment, and property.

Reporting Relationship:

- Senior Pastor supervises this position.
- Additional direction may come from the Property Deacon as well as the Administrative Assistant or other staff members.

Qualifications:

- Consent to PA child abuse history clearance, PA state police criminal record check, and FBI federal fingerprinting before being hired and during employment as required by law.
- Prior custodial experience is preferred.
- Physically able to independently complete room set-ups (lifting tables and chairs).
- Able to lift at least 50 pounds.
- Able to reach, bend, stoop, kneel, use a ladder, and stand for extended periods.
- Conscientious and take pride in keeping the church clean and in good repair.
- Dependable, responsible and self-motivated, ability to work independently.
- Able to prioritize tasks, plan and organize cleaning duties with maximum efficiency.
- Demonstrate regular and punctual attendance.
- 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 and good driving record.
- High School diploma or equivalency is preferred.
- At the 90 day review, if not already a CABC member, membership will be discussed and strongly recommended.

Responsibilities:

- To perform this job successfully, an individual must be able to independently maintain a regular schedule of weekly cleaning tasks while remaining flexible for events and circumstances that may alter daily priorities.
- The Custodian is expected to work the following schedule:
 - Upon hiring, the new custodian will work about 10 hours per week for a period of training and assisting the current Custodian with daily/weekly tasks.

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- Hours will then be adjusted as needed to allow a maximum of 25 hours shared between both custodians. This will be adjusted following discussion between the supervisor and both custodians.
- Majority of hours will be during regular weekly business hours, with additional hours on Saturday.
- Additional hours may be required for peak activity times and special events.
- One Custodian should attend the all-staff meeting the first Tuesday of the month. Written reports may be submitted as needed for other weekly staff meetings. Custodians are responsible for reading all staff meeting minutes.

Primary Duties:

- Unlock/lock facility and set security alarm as needed
- Monitor janitorial supplies and provide list of needs to Administrative Assistant
- Maintain organized custodial supply closets
- Collect and remove trash throughout facility
- Clean Facility-
 - Classrooms, sanctuary, prayer chapel, pulse, hallways, and staff offices – vacuum, dust, pick-up, wipe down
 - Sweep and mop kitchen, cafe, gym floors and entryway
 - Clean bathrooms – sinks, toilets, counters, mirrors, floors, replenish supplies
 - Clean water fountains, mailboxes and front lobby
 - Clean windows, windowsills and lighting fixtures
- Regularly check for paint and repair needs
- Replace light bulbs
- Facility Preparation- set up and tear down classrooms, conference rooms, prayer chapel, Pulse, gym, and sanctuary for church activities
- Maintain outdoor grounds-
 - Water plants and maintain landscaping areas, including around marquis, playground and prayer garden
 - Mow weekly (seasonal -Spring/Summer/Early Fall)
- Drive the church van for pick-up or delivery, assist in maintaining the vehicle
- Provide clean-up for special events, when available
- Communicate atypical scheduling, maintenance and repair needs to Supervisor and Property Deacon
- Other duties as assigned by the Supervisor, Property Deacon, or other staff

Performance evaluation:

- The Custodian must abide by Church By-Laws and perform duties in accordance with the protocols defined in the CABC Employee Handbook and Policy Manual.

The following performance reviews will be conducted: 30-day check –in with a Staff Relations representative, 90-day informal evaluation with the Supervisor, informal interview with Staff Relations representative in the fall, and an annual evaluation in the spring with supervisor.