RED LANE BAPTIST CHURCH
STAFF JOB DESCRIPTION

Job Title: Church Custodian

Job Reports to (title): Office and Accounting Manager

Exempt or Non-Exempt[1]: Non-Exempt / Full Time

Job Directly Supervised: (titles/number) N/A

Basic Purpose: Responsible for the appearance, cleanliness and security of the church building of Red Lane Baptist Church.

ESSENTIAL RESPONSIBILITIES:

Note: Time percentages are estimates.

A. Facilities Cleaning (65% of Time)

- Vacuum, dust, and spot clean carpet in sanctuary and balcony for Sunday services or as otherwise directed.
- Vacuum, dust, mop, empty trash, and spot clean carpet in education building prior for Sunday classes or as otherwise directed.
- Clean and sanitize restrooms prior for Sunday or as otherwise directed.
- As needed or directed, perform other cleaning services such as shampooing carpet, waxing floors, cleaning windows, woodwork, etc.

B. Arrange partitions in fellowship hall (10% of Time)

- Set up partitions for Sunday morning classes.
- Take down partitions for Wednesday dinner.
- Set up or take down for other meetings as directed.

C. Classroom Setup: (10% of Time)

- Set up and take down tables and chairs in classrooms as directed for Sunday School, Wednesday night and other church events as directed.
- Set up and take down tables and chairs in fellowship hall for Wednesday dinner, and for other dinners/events as directed,.

D. General maintenance: (10% of Time)

- Replace burned out light bulbs or florescent lamps.
- Empty de-humidifiers daily.
- Keep the custodian closet clean, organized and stocked with adequate supplies.
- Keep restrooms supplied with adequate soap, paper and tissue.
- Replace vacuum filters as required.
- Report needed repairs and safety issues to Building Maintenance Committee.
- Move items in and out of storage unit as directed.

E. Opening and closing building: (5% of Time**)**

- As requested, open and close/secure building on Sunday morning, Wednesday nights and other church events.
- Insure doors, lights and thermostats are set properly during and after events

QUALIFICATION REQUIREMENTS:

[1] Fair Labor Standards Act (FLSA) Evaluation Available in Job File in Church Office.

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below and the Work Behaviors Checklist[2] are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Education and Experience

- Prior custodial experience and/or maintenance experience desired.
- Knowledge of cleaning processes and cleaning equipment (i.e. floor stripping, carpet cleaning, etc.)

Skills and Knowledge

- Good organizational and planning skills
- Committed to regular attendance.
- Motivated; self-starter.
- Ability to work with staff, lay leaders & volunteers.
- Ability to foresee & proactively resolve problems within the area of his job related responsibilities with a minimal amount of direct, day-to-day supervision.
- Positive work ethic.
- Flexibility to respond to needs.

[2] Completed American Disabilities Act Work Behavior Checklist is available in the Job File in the Church Office.