

# Country Club Christian Church

## Church Custodian

### Job Description

#### **Purpose of the position:**

The Church Custodian has the responsibility for the appearance, maintenance, and security of the building and grounds, as well as the overall cleanliness of Country Club Christian Church.

**Reports to:** The Director of Operations

#### **Qualifications:**

- ❖ Dependable, responsible, and self-motivated. Must have regular timely attendance during stated or negotiated hours.
- ❖ Possess excellent communication skills and a strong team player with the staff.
- ❖ Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- ❖ High School Diploma or GED required.
- ❖ Prior maintenance experience preferred. References also desirable.
- ❖ Good organizational and planning skills, and an ability to delegate with staff and volunteers as needed.
- ❖ Good knowledge of basic mechanical functions of Country Club Christian Church equipment.
- ❖ Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency.

#### **Custodian Job Responsibilities and Duties:**

- ❖ **Room Set Up & Tear Down:** The custodian will be responsible for setting up tables, chairs and other equipment required in advance of meetings at the church that are assigned to the custodian by church staff. The custodian will likewise be responsible for clean-up and tear down following meetings and events that are assigned to the custodian. The majority of meetings and events are responsible for self-clean-up and tear-down. Upon request, the custodian will provide tablecloth supplies for the tables if needed. It will be the responsibility of the custodian to prepare the church for services.
- ❖ **Interior & Exterior Lighting:** The Custodian will ensure appropriate lights are turned on for services and meetings and turned off at the conclusion of church services or events. This includes all common areas and restrooms. The custodian will visually check and replace all burned out light bulbs and fluorescent tubes and will repair or coordinate repair or replacement of any toggles switches, outlets, and fuses. Fixtures should be cleaned whenever light bulbs are changed. A quarterly check should be conducted on emergency lights and replacement of backup batteries completed as necessary. Timers on exterior lighting should be adjusted quarterly or sooner if needed.

- ❖ **Climate Control:** The custodian will be responsible for appropriate climate control for all Church services, meetings and events in order to ensure comfort of guests. Climate control incorporates heating and cooling of Church buildings and proper maintenance of the equipment.
- ❖ **Security:** The Custodian shall check that all doors are unlocked and exit lights turned on before all services, and special events. The doors and windows should be locked and lights turned off after the service or event is completed.
- ❖ **Restrooms:** Towels, tissue, and soap supplies will be checked on a regular basis, and adequate supplies maintained and supplied as needed. Deodorant cakes will be kept in all urinals, and plumbing fixtures checked for proper operation. All restrooms are to be checked before services, events or meetings and cleaned, maintained or repaired as required.
- ❖ **Interior Building Maintenance:** The Custodian will visually inspect the building and complete minor painting, repairs, or adjustments as needed. Any major need identified by the custodian should be reported to the Deacons for repair or replacement. The Custodian shall have the carpeting cleaned quarterly or as needed. Ensure that an adequate supply of garbage bags and related goods are maintained and available for use.
- ❖ **Exterior Building and Grounds Maintenance:** The Custodian should visually inspect all windows and replace any that are found to be broken. Stained glass or windows that require professional installers that need repair should be reported to the Director. The Custodian is responsible for ensuring that the exterior of the building is in good repair. The Custodian will perform simple repairs as required and coordinate repairs that may require a contractor to complete.
- ❖ **Snow Removal:** Snow shall be removed from all walks that parishioners, staff, and guests will be utilizing to attend Worship Services, meetings, or events. All entrances and steps should be salted whenever ice and snow are present. The Custodian should call and coordinate plowing of the parking lot prior to Worship Services, meetings and special events.
- ❖ **Standard Sunday Service Activities:** General accommodations should be made for parishioners, Ministers, Choir, or guests of the Church. Accommodate and assist with set up for Coffee Fellowship, Fellowship Receptions or Special Events. The Baptismal fount should be filled when required, and cleaned and disinfected when activities are completed.

### **Cleaning Responsibilities and Duties:**

- ❖ **Sanctuary, Choir Loft, and Balcony:** Floors are to be dust mopped, carpeting should be vacuumed, pews dusted and cleaned, windowsills dusted, dust pulpit furniture, dust piano, pipe organ and console weekly. Tile floors should be cleaned and buffed each week. They should be wet mopped after salt tracking or as required. Vacuum pews in advance of weddings. Tile floors should be stripped and waxed, walls washed, upholstery vacuumed, wax paneling, woodwork, pews and handrails annually or as needed. Pencils in the sanctuary are to be checked, sharpened or replaced weekly.
- ❖ **Sacristy:** Vacuum floors, dust windowsills weekly. Wash walls and wax paneling annually.
- ❖ **Fellowship Hall, Prayer Room, and Library:** Vacuum floors, dust windowsills, clean pianos and walls and furniture weekly.
- ❖ **All Classrooms, and Nursery:** Weekly vacuum or dust mop, dust and clean all furniture as required. Clean and buff tile floors. Strip and wax tile floors at least once annually or as needed.
- ❖ **Stairs and Hallways:** Weekly vacuum or dust mop floor, dust railings, clean light switch plates, and clean and disinfect all drinking fountains. Strip and wax tile floors at least once annually or as needed.
- ❖ **Offices:** The Church Offices are to be vacuumed, dusted and thoroughly cleaned weekly. The Printing Office is to be dust mopped and buffed, wet mopped and waxed as needed.

- ❖ Kitchens: The sinks, counters, and appliances are to be kept neat and clean and monitored weekly. The floors are to be dust mopped and buffed, wet mopped and buffed as needed. Tile floors are to be stripped and waxed at least once annually.
- ❖ Restrooms: In order to maintain sanitary conditions in all restrooms, the plumbing fixtures will be cleaned and disinfected at least once weekly. The floor is to be wet mopped and all garbage cans disinfected weekly. Tile floors should be stripped and waxed at least once annually. Deodorant cakes will be kept in urinals.
- ❖ Windows, Glass and Doors: All Church windows and doors are to be cleaned annually. Window panes on doors and entrances are to be cleaned weekly. Glass tops are to be cleaned bi-weekly. Doors are to be dusted weekly and cleaned as needed.
- ❖ Chapel: The carpet should be vacuumed, dusting, general cleaning, and the wastebaskets should be done weekly. Tile floors are to be dust/wet mopped as needed. This includes all three levels, and the kitchen and restrooms should be cleaned in the same manner as listed in bullet points kitchens and restrooms above.

### **General Expectations and Responsibilities:**

- ❖ The Custodian often represents the Church and great care should be taken to make a positive and professional appearance in all circumstances.
- ❖ Police area daily for appearance, security, breakage or malfunctions. Empty trash as needed.
- ❖ Put all garbage in appropriate containers.
- ❖ Clean the garage and janitor closets annually or more frequently if necessary.
- ❖ Accommodate Weddings and Funerals as needed. Spot clean sanctuary and all public areas prior to use.
- ❖ Accommodate organ, furnace, air conditioning repair and maintenance as required. Coordinate repairman activities.
- ❖ Assist for all fire extinguishers to be checked and charged as required to meet all safety inspections.
- ❖ Accommodate Fire Inspector inspections when they occur.
- ❖ Custodian is responsible for keeping inventory of all cleaning or kitchen supplies and order/purchase when items are needed. Major purchases should be coordinated with the Director of Operations and the Executive Pastor.
- ❖ Attend weekly Staff meetings.
- ❖ Change exterior sign as directed.
- ❖ Perform other duties as required by the Director of Operations as needed.

### **Accountability:**

- ❖ This position will be under the direction and authority of the Director of Operations and the Executive Director of Operations.
- ❖ The candidate will meet annually with the Director of Operations to review goals, set expectations, evaluate performance, and suggest ways to improve.