

Job Description: Part-Time Custodian

Calvary Baptist Church

Status: Part-time hourly employee

Hours: 30 Hrs a Week

Rate of Pay:

Reports to: Senior Pastor

Performance Review: Annually

Position Available: November 23rd

Position Summary:

- The church custodian is responsible for the general maintenance and cleanliness of the church buildings.
- The church custodian is available during normal business hours, and when called upon, to provide assistance as requested.
- Works closely with the pastoral and support staff to have the building prepared for internal and rental events.

Qualifications:

- Dependable, responsible, flexible, and self-motivated.
- Possess excellent communication skills and be a team player with the staff, parishioners and those who rent the facilities.
- High school or GED required.
- Prior maintenance experience preferred.
- Good organizational and planning skills.
- Must possess the ability to make independent decisions when circumstances warrant it.
- Must be able to manage time and multi-task.
- Must work well with staff, volunteers, members, guests and those who rent the facilities.

Job Responsibilities and Duties:

- Sweep, mop, scrub and wax floor; vacuum carpeted areas, dust office and sanctuary furniture and windowsills, wipe off all tables and counter surfaces, and ensure facilities are clean and set up for services or events occurring in the church.
- Clean restroom fixtures, replenish paper and other supplies in restrooms, and empty sanitary napkin receptacles.
- Empty and clean trash cans and recycle bins; change trash contain liners; take trash and recycling to outside receptacles.
- Set-up and tear down and store equipment/furnishings used for both routine and special events.

- Perform minor repairs and janitorial work, such as changing light bulbs, installing plumbing parts, etc. (Preferred, not mandatory)
- Help remove snow and ice from stairs and walkways. Apply ice melt and pre-deicer as needed.
- Inform church secretary of supply and equipment needs or necessary repairs.
- Other duties assigned by Senior Pastor.

General Expectations:

- Maintain a positive and professional appearance.
- Keep the janitor closets clean, stocked and tidy.
- Able to work outside of normal hours for church events and emergencies.
- Attend weekly staff meetings.

Physical Requirements:

- Ability to reach, bend, stoop, kneel, and stand for extended periods of time.
- Job requires heavy lifting, pushing, etc. Must have the ability to lift up to 50 pounds.
- Ability to work on a ladder.
- Exposure and handling of cleaning chemicals.