



## Job Description: Part-time Custodian

Status: Part-time hourly employee  
Hours: Regular Shift: 9a – 2p, Mon. – Fri.  
Willingness to work nights and/or weekends if needed  
Rate of Pay: \$12/hr.  
Benefits: Sick and Vacation time  
Reports to: Custodial Supervisor  
Performance Review: Annually on hire date  
Position available: Immediately

### Position Summary:

- The church custodian is responsible for the general maintenance, cleanliness, and security of the church and its grounds.
- The church custodian is available during normal business hours, and when called upon, to provide assistance as requested.
- Works closely with the Director of Operations, Pastoral staff, and ministry leaders to have the building prepared and ready for internal and rental events.

### Qualifications:

- Dependable, responsible, flexible, and self-motivated.
- Possess excellent communication skills and be a strong team player with the staff, parishioners, and outside vendors
- High School Diploma 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 vendors

### Job Responsibilities and Duties:

#### Using established procedures:

- Sweep, mop, scrub and wax tile and linoleum floors; 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 recycling bins; change trash container liners; take trash and recycling to outside receptacles.

- Assist with the set-up of facilities for church services, meetings, special events, etc.
- Wash windows
- Maintenance of lawn, surrounding grounds, and parking lot as instructed by immediate supervisor or Director of Operations.
- Set-up, 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.
- Assist in moving furniture and other equipment as directed.
- Check all rooms used in the previous 24 hours and shut on/off lights and lock/unlock doors as needed.
- Sound knowledge of basic mechanical functions of Second Baptist Church equipment
- Reporting areas in need of additional professional cleaning and/or maintenance to immediate supervisor or Director of Operations.
- Coordination and oversee of building maintenance and repair jobs in partnership with the church maintenance committee and outside vendors.
- Remove snow and ice from stairs and walkways. Apply ice melt and pre-deicer as needed.
- Help maintain building security by observing, reporting, and handling all situations within their personal capability.
- Inform immediate supervisor of supply and equipment needs or necessary repairs.
- Other duties as assigned by Senior Pastor, Director of Operations, or Custodial Supervisor (immediate supervisor).

#### General Expectations and Specific Requirements

- 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
- Participate in and/or support fire, security, and elevator inspections
- Ability to read, understand, and follow safety procedures
- Attend bi-weekly staff meetings

#### Physical Requirements:

The physical demands described below are required to successfully perform the essential functions of the position.

- 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
- Must be able to work in tight and/or enclosed spaces
- Ability to work on a ladder at heights up to 20 feet
- Exposure and handling of cleaning chemicals
- Ability to work outside in extreme weather conditions, hot, cold, etc.