**JobDescription:Custodian**

 **Purpose:**

Thechurchcustodianhastheresponsibilityfortheappearance,maintenance,securityofthe buildingandgrounds,as wellastheoverallcleanlinessofthechurch.

# Responsibilities:

**OfficesandHallways:**

 OnceaWeek Vacuum Dust

CleantheWestwindows&doorEmptytrashtodumpster

# Sanctuary,Platform,Foyer:

TwiceaWeek Pickuptrashbetweenpews

Vacuumisles

PewrowsifneededVacuumfoyer

OnceaWeekEmptytrashtodumpster

Vacuumentiresanctuary

Windows&BrasspushplatesonsanctuarydoorsReplaceofferingenvelopes

Cleanpewseatsas neededMopfoyer

# ursery;N

**Nursery:**

Twicea Week Empty Trash to dumpster
 Vacuum nursery
 Pick up toys

 Lysol tables and chairs

OnceaWeek Clean toilet & sinks

 Mop bathroom

 Clean&disinfectdiaperchangingtables

Dust

# Bathrooms: Men’s

#  Twice a Week Sanitize, wipe down, and scrub out toilets

# Sanitize and wipe down sink, clean mirror, Clorox wipe handles & doorknobs.

# Fabulosain floor drain to prevent sewer gas

# Place one roll of toilet paper on the back of each toilet

# Replace toilet rim cages and urinal blocks when needed

# Take out trash to dumpster

# Once a Week Sweep, mop floor

#  Make sure soap and paper towel dispenser is in working order

# Bathroom: Women’s

# Twice a Week Sanitize, wipe down, and scrub out toilets

#  Sanitize and wipe down sink, clean mirror, Clorox wipe handles & doorknobs

#  Fabulosain Floor drain to prevent sewer gas

#  Place two rolls of toilet paper on the back of each toilet

#  Take out trash to dumpster

# Once a Week Sweep & Mop

# Dust Tables

# Make sure soap and paper towel dispenser is in working order

#  Kitchen duties:

# Twice a Week Carry out trash cans to dumpster

# Once a Week Clean counters, sinks, sweep and mop floors, Clorox wipe handles & doorknobs

# AdditionalDuties:

Twice a Week Sanitize and wipe down water fountains

OnceaWeek Changeburnedoutlightsineveryarea(excludingsanctuary) Cleanthewindowsandentry doors

Quarterly(3mo.) Cobwebsabovedoorsandcomers

Dustbaseboardsbeforevacuuming
Dustplastic treesand other plastic arrangementsin thesanctuary

Yearly

Oil&409cleaneronpewswood&cushions

# Qualifications:

* AuthenticrelationshipwithJesusChristasSaviorandLord.
* Loveandrespectforpeople.
* Positiveattitude.
* Strongteamplayerwiththerestofthestaffandcongregation.
* Committedto thechurch'svision,leadership,andpeople.
* Dependable,responsible,self-motivated.

# Responsibility ForAllPaidStaffToTheChurch

1. Allpaidstaffwilldototheirbesttoupholdpastor'svisionforchurch.
2. Allpaidstaffwillbecompletelyloyaltopastor
3. Paidstaff mustbefaithfultoallchurchservices&functions.
4. Paidstaffmustbeactiveinaltartimesforthemselves.
5. Allpaidstaffwillgenerallybeinvolvedinallchurchfunctions.
6. Eachpaidstaffmembermustalwayshavethechurchatheart&alwaysbeanopenadvocateforthechurch.Neversmearingthenameofthechurchoritsleadership.
7. Faithful,intheirchurchattendance&giving.
8. Must be faithful, as God’s role model.
9. Must be faithful to uphold holy standards.
10. Willing to give extra of themselves if need be to advance the Kingdom of God.

**Remember:** These guideline& job descriptions for staff are set by the pastor and they are not merely suggestions for anyone just to consider, but they are requirements to serve on staff at our church.

# ReportSuppliesWhen NeededtotheOfficeforPurchaseOffice Number (leaveamessage)