

## Custodian

Mt. Olive Missionary Baptist Church

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**Division:** Buildings & Grounds

**Accountable to:** Senior Pastor

**FLSA Status:** Part-Time

**Spiritual Gifts:** Serving

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**Job Summary:** The buildings custodian is responsible for keeping the church buildings clean and orderly. In the event of weddings, funerals (non-member) and other nonchurch sponsored events, the event host will be responsible for paying for the custodian's services. Church policy will dictate fees.

### **Essential Duties and Responsibilities:**

- Set up and take down chairs, tables, and partitions, etc. as needed for weekly services, meetings and special functions.
- Inform Administrative Assistant/Church Secretary when cleaning supplies are low or when equipment or facilities need repair.
- Empty all wastebaskets weekly; more often if necessary.
- Dust furniture in offices, reception areas, classrooms, sanctuary and entrances.
- Vacuum offices and carpeted areas weekly, or more often if needed. Dust-mop, sweep, or vacuum other areas as needed.
- Clean/disinfect drinking fountains weekly.
- Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
- Thoroughly clean restrooms weekly. Check them after each event and reclean if necessary— includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
- Sweep and mop all non-carpeted areas weekly
- Clean windows and glass as needed.
- Replace light bulbs as needed. Turn off nonrequired lights.
- Pick up litter.
- Check all areas for odors. Clean/disinfect as necessary.
- Clean up after church-sponsored special events.

- Clean up accidents as needed: spills, stomach upsets, etc.
- Check and clean baptistry area after baptisms and as needed.
- Straighten hymnals/Bibles and restock envelopes on Mondays and after midweek meetings and services.
- Change air filters on all furnaces monthly
- Repair drywall and paint as needed
- Cut and edge grass as needed
- Open/close church as requested for events

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Job descriptions may be changed at any time. The Senior Pastor reserves the right to modify, add or remove duties, and assign other duties as necessary.*

### **Job Skills and Requirements:**

*Qualifications include:*

- Able to perform physical labor necessary in cleaning church facilities
- Custodial experience (or training may be required)
- Understanding of cleaning techniques and safety procedures
- Ability to lift up to 50 lbs.
- Ability to pass a background check
- Valid driver's license

*Personal Attributes:*

- Dependable
- Hardworking
- Initiative to get things done without direct supervision

### **Compensation & Benefits:**

*Compensation:* Commensurate with experience