

# Custodian

Frankfort Bible Holiness Church

April 2017

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## Job Description

The Custodian is an essential ministry leader in the Body of Christ, entrusted with the responsibility of preparing all worship space and related facilities for use in a condition of operating excellence, cleanliness, and safety. The job of custodian is a part-time position of approximately five to eight hours per week.

## Level of Responsibility

- The Custodian is under the direction of the Senior Pastor and is amenable to the Property Manager.
- Volunteers assisting in these responsibilities or in designated “Work Days” are under the direction on the Custodian and Property Manager.

## Areas of Responsibility

1. Sanctuary North and adjoining facilities (platform, foyer, restrooms, nursery, stairs);
2. Copier room and stairs;
3. Church office;
4. Media room;
5. Lower level hallway;
6. Furnace and utility rooms.

\*Note: Each teacher or storage room attendant is responsible to clean their respective rooms and maintain operating excellence, cleanliness, and safety.

## Responsibilities

The following areas of responsibility will appear on a weekly checklist:

1. Cleans all washable surfaces such as windows, sinks, walls, baseboards, etc.
2. Sweeps and mops all washable floors.
3. Vacuums all carpeted areas and occasionally utilizes a carpet cleaning machine.
4. Spot cleans upholstered furniture, carpet and rugs.
5. Dusts, washes, and polishes wood furniture, book cases, rails, and altars.
6. Washes and sanitizes bathroom fixtures.
7. Collects and bags all garbage and places it in the dumpster (presently located at FCA).
8. Disinfects and cleans garbage cans.
9. Washes the Connection tablecloth.
10. Straightens and places items in their proper place such as:
  - a. Placing chairs in storage after use;
  - b. Removing items from the coat racks;

- c. Maintaining a Lost & Found;
  - d. Properly disposing of unrecovered items after reasonable notice;
  - e. Basic cleaning and straightening between services.
11. Replenishes supplies in restrooms.
  12. Cares for indoor plants.
  13. Care for indoor plants.
  14. Reports to the Property Manager any maintenance concern beyond the Custodian's regular duties such as:
    - a. Water leaks
    - b. Need for cleaning supplies
    - c. Equipment repair.
    - d. Health or safety hazards.
  15. Locking and securing the church after cleaning.
  16. Clean the church after special events such as weddings and revival services. When the special event includes a Custodial Fee, the Custodian will receive additional compensation.
  17. Assures that these responsibilities are carried out in case of an absence or emergency.

## Compensation

\$2,600 annually. Compensation will be received after the weekly checklist has be returned to the church office and approved. Additionally, a custodial fee of \$100 will be charged for special use of the church facilities under the care of the Custodian. This fee will be given to the Custodian.