

[CHURCH NAME]

Church Custodian Job Description

Job Title: Church Custodian

Reports To: Church Administrator

Position Status: Full-Time

Purpose:

Professionally maintain church properties and grounds; make minor repairs.

Job Responsibilities and Duties:

- Sweeping, mopping, buffing, cleaning and waxing floors according to schedule. Dusting furniture and equipment; washing walls and windows and vacuuming carpets as scheduled.
- Maintaining clean restrooms:
 - Replenishing tissue and towels,
 - Emptying waste cans.
- Requesting cleaning and maintenance supplies and equipment as needed.
- Operating and maintaining proper heating and cooling equipment according to schedule and instructions.
- Preparing baptistry for use as directed and cleaning following use.
- Arriving at church building in a timely fashion to open and close building daily as scheduled.
- Mowing grass, trimming shrubbery, maintaining clean church entrance, sidewalks and parking areas.
- Working with volunteers when available, but taking primary responsibility to move furniture, set up tables and chairs for meals, banquets, and other similar occasions; set up auditorium and classroom areas for regular activities.
- Setting up for and cleaning up after weddings, funerals and other social, community and church events as directed.
- Performing other duties as assigned by supervisor and/or Pastor.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I'm expected to follow my job as outlined above and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature (Church Custodian)

Date

Revised: _____