

Church

Position Description

Job Title: Church Custodian

Reports To: Church Administrator

Position Status: Full-Time

Position Summary:

Responsible for the appearance, cleanliness, maintenance and security of the building and grounds of the _____ Church

Job Responsibilities and Duties:

- Keep the building clean, attractive and well-maintained, inside and out.
- Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds, shoveling snow, arranging for snow to be removed from the parking lot, and other maintenance duties.
- Perform minor repairs, including but not limited to masonry, electrical systems, plumbing and immediate temporary repairs in an emergency.
- Attend Building & Grounds Committee meeting and consult with the chair and Church Administrator as needed regarding policies, needed repairs and significant purchases.
- Set up and take down the sanctuary and rooms as needed for classes and meetings.
- Negotiate on needs assessment, finance and scheduling issues with contractors when maintenance and repair services are needed.
- Supervise the part-time grounds keeper, custodial assistant, and church members who volunteer for maintenance responsibilities.
- Perform other tasks and responsibilities as assigned by the Church Administrator.

Job Skills and Requirements:

- Knowledge of basic HVAC and mechanical functions of a large non-residential building.
- Good organizational and planning skills and an ability to delegate to other employees and volunteers.
- Ability to negotiate knowledgably with contractors and vendors for facility needs.
- Regular timely attendance during stated or negotiated hours.
- Available and on call on a 24-hour, seven day a week basis for emergencies.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.

Evaluation and Compensation:

The Church Custodian works directly under the Church Administrator and receives an annual performance evaluation. Compensation is reviewed annually.

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.

Employee

Date

Revised: _____