

Church Custodial Tasks

Supervised by Pastor, Office Manager, and Member of the Stewards

Inside Tasks

Weekly:

- Clean Bathrooms (Sinks, Toilets, Mop Floors, Refill Paper Products and Soap)
- Empty Trash & Recyclables (Bathrooms, Kitchen, Offices, Classrooms)
- Pick Up & Wipe Down Kitchen Area and Appliances, mop floor
- Vacuum all Carpeting (Sanctuary, Nursery, Stairs, Back Entrance, Throw rugs, etc.)
- Sweep all hard floor surfaces (Fellowship Hall, Kitchen, underneath Pews, Children's Church)
- General Straightening of each Classroom Upstairs

Monthly:

- Mop all Hardwood Floor Surfaces (Fellowship Hall, underneath Pews)
- Check for and replace any burned out Light bulbs around the Church
- Shake out the Pew Cushions
- Remove bugs & dirt from all ceiling light fixtures

Yearly:

- Remove storm windows and replace with screens and vice versa
- Install window air conditioners and remove when needed
- Wipe down and sanitize all door knobs and tables and chairs
- Clean windows inside
- Paint walls and ceilings (when needed)

As Needed:

- Fix any minor plumbing (leaking faucet, etc.) or electrical (broken plug or light switch, etc.) issues that arise
- De-cobweb all around the church
- Fix any minor wall and ceiling issues (patch holes and touch up paint)

Outside Tasks

Weekly:

- Shovel Entrances in Winter (if needed)
- Sweep all entrances, steps & walkways in Summer to keep clear of debris & dirt (if needed)
- Walk around the building and pick up trash and notice any need

Monthly:

- Replace any outside lighting light bulbs

Yearly:

- Scrape and re-varnish the Church front doors
- Rake up leaves and clean debris around the church building (In Fall)
- Paint the parking lines in the church parking lot

As Needed:

- Walk around the church and note any rotted trim boards and siding or painting issues and report to Stewards
- Clean windows outside
- Trimming the church hedges

Position requires up to 4 hours on Saturday and an hour on Sunday to close up the church after 12:30 PM.

Compensation is between \$16-20. Depending upon experience. Two weeks off with pay for 5 hours.

Note: Custodian will be expected to be available for special events such as weddings and funerals.