



Job Description: Custodian

Position Custodian (Full-Time)
40 Hours Weekly (Saturday and Sunday Required)

Overview Edgewood Baptist Church exists to make disciples of Jesus Christ by Gathering, Growing, Giving and Going with the gospel. The custodian provides strategic and centralized leadership over the custodial needs of Edgewood. This will be accomplished primarily by keeping the church in a clean and orderly condition.

Reports to Administrative Pastor

Requirements This individual must be a follower of Jesus Christ, having put their faith and trust in Him as Savior and Lord and be growing in Christlikeness. Must be well organized and have high quality standards and expectations. Must be proactive and self-motivated, able to prioritize with strong time-management skills and ability to work in a multi-task environment. Must be a servant, able to follow directions, and work well with others. Saturday and Sunday are required workdays. Overtime may be required as necessary, so flexibility is important. Must be cheerful and have a positive attitude. Must be courteous, tactful, honest and trustworthy.

Professional Skills

- Proven work experience as a custodian (desired)
 - Ability to lift up to 50 pounds, and set up heavy tables
 - Knowledge of cleaning chemicals and supplies
 - Ability to use a scrubber, vacuum and other cleaning equipment
 - Ability to stand for long periods of time
 - Ability to do repetitive work
 - Ability to climb a ladder
 - Basic computer skills
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Key Responsibilities

- Dust the furniture and equipment in all areas of the church, unless otherwise directed

- Sweep, mop, buff, wax and vacuum all floors
- Clean all walls and windows
- Clean the Worship Center (vacuum, mop, etc.)
- Clean all restrooms, several times a week (replenish supplies, empty waste cans)
- Clean the office area and empty the trash in each of the offices
- Empty waste cans, throughout the building
- Weekly inventory of cleaning supplies. Stock the room when supplies arrive
- Collect all Aramark supplies and have them ready for the delivery person on the scheduled day (every two weeks)
- Keep supplies in proper balance
- Prepare baptistry for use when directed, as well as cleaning it afterwards
- Dust light fixtures and change lightbulbs when necessary
- Daily spot cleaning in all public areas of the church
- Work with volunteers, when available, but take primary responsibility to move furniture, set up tables and chairs for meals, banquets and other similar occasions
- Set-up/clean for weddings, funerals, and other church events
- Work well with the staff and other members of the church
- Unlock/lock doors before and after events. This may include setting the alarm system
- Communicate with the office manager regarding events, calendar items, etc.
- Make sure thermostats are set for each event
- Set up and take down various rooms for classes or activities (CR, Awana, Second Winders, Super Saturday, funeral luncheons, weekend worship, etc.)

Other

- There will be a 90-day probation period. Progress meetings will happen around the 30-, 60- and 75-day time frame. An annual performance evaluation will also be done.
- Ability to pass a background check and go through our child protection class is required.
- The pay range will be from \$17.10-20.00 per hour, contingent on work experience.
- Benefits include vacation time, sick time, and health insurance. A retirement plan will be available after 1 year of service.

I have read and received a copy of my job description. I understand this document, overrides anything I have been given or told in the past. I further understand that I am 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

DATE