
JOB DESCRIPTION FOR THE POSITION OF
CUSTODIAN #1
FIRST BAPTIST CHURCH, CORSICANA
JUNE 28, 2011

General Objective: Is responsible for the general maintenance and cleanliness of the church property.

Relationships:

1. He/she shall be a full-time non-exempt employee and member of the Custodial Staff of First Baptist Church of Corsicana.
2. He/she shall be under the direct supervision of the Building Supervisor. The weekly work schedule shall be approved by the Building Supervisor.
3. He/she shall continue in employment until terminated at the request of the Minister of Administration. A notice of two weeks shall be given by the custodian if he/she desires to resign unless otherwise mutually agreed upon by both parties.

Considerations:

1. His/her salary and benefits shall be based upon the recommendation of the Personnel Committee and approved in the Church Budget.
2. The Church shall provide adequate materials and equipment for him/her to perform his/her functions.

Responsibilities:

1. Maintain floors, dust furniture and equipment, wash walls and windows, vacuum and shampoo carpets as assigned.
2. Clean restrooms and replenish supplies.
3. Make request to Building Supervisor for cleaning and maintenance supplies and equipment as needed.
4. Clean assigned areas as scheduled.
5. Assist in kitchen as scheduled.
6. Check with Building Supervisor daily for special assignments.
7. Prepare facilities for special use as requested by Building Supervisor.
8. Assist when facilities and arrangements are needed for weddings (extra remuneration according to church policy).
9. Perform other responsibilities as assigned by Building Supervisor or Minister of Administration.
10. Operate heating and cooling equipment according to schedule.
11. Clean Church entrance, sidewalk and parking areas.
12. Prepare baptistery for use as directed and clean following use.
13. Open and close building daily as scheduled.
14. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; and set up assembly and classroom areas for regular activities, as assigned.