**HOURS**: Expected to be 15-20 hours per week

**Compensation:**  $15.00

**PURPOSE OF POSITION:**

To maintain the church facility for worship, ministry activities, & meetings in a clean, appealing environment.

* Perform all custodial duties to create a clean environment for worship, learning, service, and fellowship throughout the church facility and grounds
* Be primary contact for all service and repair contractors that need access to the church facility, in coordination with Trustees

**EDUCATION AND EXPERIENCE:**

* Secondary school degree required
* Knowledge of proper cleaning techniques and appropriate cleaning supplies

**SKILLS AND ATTRIBUTES NEEDED:**

* Courteous with sensitivity and concern for people
* Good communications skill, verbal and written
* Above average organizational skills
* Attention to detail with an eye to minimizing errors
* Should be a self-starter, able to work independently, good at multitasking and prioritizing tasks, taking into account current ministry program goals, timetables, and support responsibilities for regular church operational needs
* Dependable and willing to be responsible for seeing all projects through to completion
* Able to work at an appropriate pace within a variety of circumstances with composure and flexibility
* Average knowledge in use of or ability to learn office computer software from Microsoft 365 including Edge, Word, Excel, Outlook

**RESPONSIBILITIES:**

Regular Coordination and Communication of facility tasks:

* **With Secretary**: Communicate / coordinate building use information; Church Wiz calendar is primary source of event information
* **With Weekend Custodian(s)**: Communicate events and/or special needs for weekend by Thursday
* **With Trustees:**
	+ Report building maintenance issues
	+ Scheduling and meeting with contractors, repairmen, and outside services as needed
	+ Coordination of and preparation for Annual Cleaning (primarily done by outside services):
		- Sanctuary wood surfaces
		- Windows
		- Steam cleaning carpets
		- Tile floors waxed and sealed

Routine Tasks:

* **Staff Meeting**: Attend weekly
* **Trash**: Check throughout the facility, collect and dispose of properly - daily
* **Hallways**: Vacuum all - Mon, Wed. Fri
* **Carpeted rooms**: Vacuum all – Mon and as needed after activities during week
* **Bathrooms**: Check – Daily, must do on Friday
	+ Clean and Disinfect as needed
	+ Restock with paper towels and toilet paper, as necessary
* **Entrance doors**: Check glass, clean as necessary - daily
* **All rooms**:
	+ Clean, straighten up, and disinfect as appropriate – Monday and after activities
	+ Check all and clean where necessary - Friday
* **Offices**: Clean all – once/week
* **Narthex**: Vacuum, clean and disinfect – Monday and as needed after activities
* **Sanctuary**: Vacuum, dust, mop (wet/dry as appropriate), prep for Sunday, change paraments & banners as directed, check and fill candles as needed, straighten materials in pews as needed, add envelopes
* **Hand Sanitizer & Disinfectant**: Maintain supplies in appropriate rooms as dictated by current community health requirements
* **Event/Meeting Set Up / Take Down**: Set up and arrange room(s) / take down and restore room(s) as requested by groups holding events / meetings

As needed / time available Tasks:

* Knock down spider webs
* Touchup/paint walls, door frames etc. (or inform Trustees)
* **Clean:**
	+ coving
	+ ceiling vents
	+ windows and doors
	+ fans and a/c units
	+ Wash down walls and door frames
* **Classrooms:**
	+ Wash chairs
	+ Add felt floor protectors to chairs as needed
* **Kitchen:**
	+ Clean kitchen tile
	+ Wipe down kitchen cabinets
* **Restrooms:**
	+ Clean tile walls & floors
	+ Treat toilets and sink drains
* **Outside:**
	+ Pickup fallen branches
	+ Remove debris from in front of parking lot curbing
	+ Remove debris from parking lot drains
	+ Spreading ice melt on sidewalks and stairs on slippery mornings
	+ Pick up trash outside