

First Baptist Church, Thomson, Georgia

Part-time Custodian Job Description

Hours: 15 hours/week, 52 weeks/year

Compensation: \$15/hour

Principle Function: The Church Custodians are responsible to the Director of Church Operations for the upkeep, cleanliness and orderliness of all church buildings, grounds, and equipment. He/she is supervised by the Director of Church Operations with the concurrence of the Pastors and Personnel Committee.

Responsibilities:

1. Requirements for Employment:
 - a. The custodian must adhere to policies, procedures and code of conduct as found in the First Baptist Church in Thomson, Georgia, Personnel Handbook, as well as submit to a required criminal background check and any drug and alcohol testing if needed.
 - b. The custodian must be physically able to carry out the duties of this job.
2. Church Program Support: Our custodians are vital parts of the various programs of the church because they are responsible for making sure that rooms are prepared for use. This area of responsibility ensures that those involved in the programs can concentrate on the content and not be distracted by inadequately prepared rooms.
 - a. Acquire knowledge of program events by consulting with the Director of Church Operations and/or the church secretaries.
 - b. Set up classrooms, sanctuary, or other areas of the buildings for activities.
 - c. Help with arranging furniture, equipment, tables, and chairs for suppers, banquets, and other special activities.
 - d. Willing to assist when facilities and arrangements are used for weddings, funerals, and other outside group events (may receive extra compensation).
3. Facility Support: Many responsibilities of the custodians do not relate directly to a specific program but help undergird the total program and ensure the smooth functioning of the church.
 - a. Empty trash receptacles.
 - b. Sweep, vacuum, and mop floors.
 - c. Clean bathrooms and kitchen/snack areas as scheduled.
 - d. Clean mirrors and windows; dust furniture, handrails, and other surface areas.
 - e. Request cleaning and maintenance supplies and equipment as needed.
 - f. Maintain neat, orderly supply closets and storage areas.
 - g. Recommend maintenance and repairs to the Director of Church Operations as discovered.
4. Other Responsibilities: The church custodian may be called upon to perform other duties as assigned by and in consultation with the Director of Church Operations and the pastoral staff.