

## **SECTION 1.00**

### **Custodial Services Job Description**

#### **Subsection 1.05**

##### **Custodial**

The Custodian is responsible to the Church Board.

Basic Duties for all rooms/sections of the facility include:

- Straighten hymnals in pews
- Pick up trash and empty trash, disposing of it in the supplied dumpster.
- Dust, mop, and/or vacuum floors.
- Shampoo carpeting or arrange for a specialty service to handle. Spot cleaning may be done as needed by the custodian. The scheduling of large areas requiring attention by a professional service is left to the discretion of the custodian.
- Replace/replenish products in receptacles as needed (toilet paper, hand towels, urinal odor blocks, small bulbs, and soap).
- Restock supplies (mops, furniture polish, and window cleaning supplies).
- Clean drinking fountains.
- Clean fixtures and mirrors. Lights will be specifically cleaned during the all church annual work day. A member of the maintenance committee should be contacted to assist with and/or handle the replacement of large lighting.
- The condition of the entry ways is not *per se* a specific weekly custodial responsibility. Weather conditions will dictate the condition and will often be handled by various church members arriving early on Sunday or for special events.
- Clean chalk boards and white boards.
- Clean coffee/beverage bar area. Unwashed cups left in the area may be removed to the kitchen but are not the responsibility of the custodian to wash. The Church Board should be notified if the area is regularly left in a state of disarray.

All significant maintenance issues requiring special attention shall be directed to a member of the Maintenance Committee or the Church Board.

See also Section 5.00, Subsection 5.01, Facilities for Use by Members, Non-Members and Outside Organizations.