

Cedar Street Baptist Church of God

Dr. Anthony M. Chandler, Sr., Pastor

Church Custodian Position Description

The church custodian reports to the Pastor and the church Trustees. This person is a valuable member of the church staff. In the wake of COVID-19, CSBC is looking for someone who can maintain the cleanliness of all church buildings and grounds to highest level of accountability.

Essential Duties and Responsibilities

- Assists with cleaning the sanctuary thoroughly after services, including vacuuming, wiping down the pews and altar with approved sanitation chemicals, and removing of any debris left behind or unattended.
- Wipes down windows, including stained glass, at least once a week.
- Empties the wastebaskets in office areas and removes any other debris in communal areas.
- Wipes down and disinfects the kitchen weekly and after any events.
- Throws out any expired food that is left behind in cabinets or refrigerators.
- Sets up rooms for meetings, events, or conferences, including stacking chairs, making tables available, and arranging audio visual equipment as needed.
- Scrubs restrooms twice per week and spot cleans every day.
- Keeps all restrooms stocked with all necessary supplies.
- Reports need for supply orders as needed.
- Replaces broken or burned-out light fixtures as needed.
- Replaces ceiling tiles as needed.
- Attends all events done by church and/or facility rental to provide ongoing custodial duties and stays after to clean up.
- Addresses simple plumbing, electrical, or other repair work as needed, and calls in help when contracted work is needed.
- Maintains cleanliness of sidewalks, parking lots and other outdoor areas of the church campus.

Required Knowledge, Skills and Abilities

- Must have a cheerful and positive attitude and be willing to help in all things.
- Must be courteous and tactful.
- Must be self-directed and able to complete all custodial duties with some supervision.
- Must be flexible and willing to adapt to varying schedules and level of work required from week to week. Variance in schedule will be determined on a monthly basis.
- Must be committed to the mission and goals of the church.
- Must be proactive, attending to messes and problems before they are brought up or requested.
- Must be honest and trustworthy as he or she will have access to secured areas of the church.

- Must have some knowledge of simple plumbing, electrical and general repair work on large facilities.

Education and Experience

- No degree necessary.
- Must be familiar with general cleaning techniques and able to follow current safety requirements.
- Must be able to follow directions and communicate effectively with staff.

Work Environment

- Immediate Supervisor is CSBC Operations Manager.
- Work is completed in and around the church, part time and as needed.
- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be able to lift up to 30 pounds.
- Must be able to utilize standard janitorial and commercial moving equipment.
- Must be available to work Sundays.
- Must be willing to work mainly on evenings, weekends, and holidays as needed for events.