

**Custodial Job Description**

Main Campus

1. General

The church custodian will report directly to the Office Manager.

1. Duties
2. Thorough cleaning of building each week as follows
3. Worship Center area – Vacuum, dust all furniture, pick up trash, align chairs in proper order, and check Kleenex at altars.
4. Classrooms – All classrooms to be vacuumed, trash picked up, trash receptacles emptied, tables and chairs straightened, table tops, counter tops, sinks, and mirrors cleaned weekly.
5. Restrooms – Sinks, stools, urinals, mirrors, and counter tops cleaned weekly and touched up as needed. Mop floors and dust baseboards. Provide adequate paper products, soaps, and deodorizers.
6. Kitchen – Sweep and mop floors including under the kitchen island. Wipe down sinks, counter tops, refrigerator door, outside of oven/range, microwave, and top of ice machine.
7. Offices – Vacuum, empty trash, dust furniture and clean counter tops
8. Fireside Room – Vacuum, dust piano, and arrange chairs.
9. Misc. – Clean windows on all doors (including worship center and hall doors. Clean all water fountains. Vacuum all hallways.
10. Monthly duties
11. 1st week – dust air vents
12. 2nd week – clean all switch plates
13. 3rd week – clean and sanitize bathroom stall doors and walls in restrooms
14. 4th week – dust all blinds and clean all windows wiping all bugs and dust from the window ledges
15. Quarterly duties

Check with Office Manager concerning any deep cleaning that needs to be done

1. Supplies
2. Custodian is responsible to fill out supply list in a timely fashion. Supplies are bought the last week of the month.
3. Monitor equipment such as vacuum cleaner, etc. and recommend needed repairs or replacements to the Office Manager
4. Misc.

Check for needed replacements or repairs, such as light bulbs, plumbing leaks, electrical problems, etc. and notify the Office Manager for repairs or replacements as needed.



**Custodial Job Description**

Family Life Center

1. General

The church custodian will report directly to the Office Manager.

1. Duties
2. Thorough cleaning of building each week as follows
3. Gymnasium – Sweep, mop, and pick up trash.
4. Worship Room – Vacuum and pick up trash
5. Classrooms – All classrooms to be vacuumed, trash picked up, trash receptacles emptied, tables and chairs straightened, table tops, counter tops, sinks, and mirrors cleaned.
6. Restrooms – Sinks, stools, urinals, mirrors, and counter tops cleaned weekly and touched up as needed. Mop floors and dust baseboards. Provide adequate paper products, soaps, and deodorizers.
7. Kitchen – Sweep and mop floors. Wipe down sinks, counter tops, refrigerator door, outside of oven/range, microwave, and top of ice machine.
8. Offices – Vacuum, empty trash, dust furniture and clean counter tops
9. Misc. – Clean windows on all doors (including worship center and hall doors. Clean all water fountains. Vacuum all hallways.
10. Monthly duties
11. 1st week – dust air vents
12. 2nd week – clean all switch plates and benches
13. 3rd week – clean and sanitize bathroom stall doors and walls in restrooms
14. 4th week – dust all blinds and clean all windows, wiping all bugs and dust from the window ledges
15. Quarterly duties

Check with Office Manager concerning any deep cleaning that needs to be done

1. Supplies
2. Custodian is responsible to fill out supply list in a timely fashion. Supplies are bought the last week of the month.
3. Monitor equipment such as vacuum cleaner, etc. and recommend needed repairs or replacements to the Office Manager
4. Misc.

Check for needed replacements or repairs, such as light bulbs, plumbing leaks, electrical problems, etc. and notify the Office Manager for repairs or replacements as needed.



**Custodial Job Description**

Student Center

1. General

The church custodian will report directly to the Office Manager.

1. Duties
2. Thorough cleaning of building each week as follows
3. Worship Center area – Sweep, mop, dust all furniture, pick up trash, align chairs in proper order.
4. Classrooms – All classrooms to be vacuumed, trash picked up, trash receptacles emptied, tables and chairs straightened, table tops, counter tops, sinks, and mirrors cleaned weekly.
5. Restrooms – Sinks, stools, urinals, mirrors, and counter tops cleaned weekly and touched up as needed. Mop floors and dust baseboards. Provide adequate paper products, soaps, and deodorizers.
6. Kitchen – Sweep and mop floors. Wipe down sinks, counter tops, refrigerator door, outside of oven/range, and microwave.
7. Offices – Vacuum, empty trash, dust furniture and clean counter tops
8. Misc. – Clean windows on all doors. Clean all water fountains. Vacuum all hallways.
9. Monthly duties
10. 1st week – dust air vents
11. 2nd week – clean all switch plates
12. 3rd week – clean and sanitize bathroom stall doors and walls in restrooms
13. 4th week – dust all blinds and clean all windows wiping all bugs and dust from the window ledges
14. Quarterly duties

Check with Office Manager concerning any deep cleaning that needs to be done

1. Supplies
2. Custodian is responsible to fill out supply list in a timely fashion. Supplies are bought the last week of the month.
3. Monitor equipment such as vacuum cleaner, etc. and recommend needed repairs or replacements to the Office Manager
4. Misc.

Check for needed replacements or repairs, such as light bulbs, plumbing leaks, electrical problems, etc. and notify the Office Manager for repairs or replacements as needed.