

**FIRST CHRISTIAN CHURCH  
JOB DESCRIPTION - HEAD CUSTODIAN**

**JOB TITLE:** Head Custodian

**SUPERVISION:** The Head Custodian is supervised by the Senior Minister and the Property Coordinator.

**GENERAL DESCRIPTION:**

The Head Custodian is employed to provide the general upkeep and maintenance of the church building and grounds and to prepare rooms for meetings as needed.

**EXAMPLES OF DUTIES:**

The Head Custodian is a non-voting member of the Administration Department.

The following are examples of duties, but are not intended to be a comprehensive list. Those duties are: sweeping and waxing floors; washing windows; monitoring air conditioning and heating units; emptying waste baskets throughout the building; keeping rest rooms clean and replacing paper supplies in them as needed; ordering supplies; reporting repair needs to the Senior Minister and Property Coordinator and keeping them abreast of the general status of the facility; and various duties as may be assigned.

**QUALIFICATIONS:**

Ability to repair and maintain such things as door knobs and locks, capable of taking direction from a number of different people; competence in determining priorities based on needs of the congregation; adaptability.

**HOURS:** Flexible, but once established, relatively set schedule must be followed. 40 hours per week.

**PAY SCALE:** The pay for this position is competitive within the marketplace.

Approved by the Board of Trustees on August 21, 2002.

**FIRST CHRISTIAN CHURCH  
JOB DUTIES - HEAD CUSTODIAN**

The Head Custodian is charged with providing general upkeep and maintenance of the church building and grounds. The nature of the position makes it impossible to designate days of the week, weeks of the month, or even times of the year when specific duties should be carried out. Likewise, it is impossible to designate every duty for which the Head Custodian will be responsible. It is therefore imperative that the Head Custodian be able to exercise discernment in picking priorities and identifying areas which need attention. If the Head Custodian is in doubt, counsel from the ministers and /or the Property Coordinator should be requested.

**INDOORS**

- Unlock the doors in the mornings and lock them in the evenings, or arrange for this to be done.
- Make sure rooms in the building will be at the appropriate temperature when they are to be used.
- Check calendar regularly for coming events which require set-up and then follow through with this preparation.
- Mop and buff floors regularly.
- Strip and wax floors periodically.
- Sweep carpets and shampoo as needed.
- Keep rest rooms clean and paper products in them replenished.
- Empty all trash cans.
- Clean offices and classrooms.
- Replace light bulbs as needed..
- Wash all windows, especially in high traffic areas.
- Care for plants.
- Prepare the sanctuary for Sunday morning.
- Maintain fire alarms and extinguishers.
- Order cleaning supplies and equipment as authorized.
- Keep Property Coordinator abreast of all needs and projects which could be preformed by Church, the Men's Fellowship, youth, etc.
- Check all door and window hardware and repair as needed.
- Dust where appropriate.
- Maintain storeroom where all maintenance supplies and equipment is stored.
- Provide support and assistance for various CWF activities.
- Report weekly to the Senior Minister.
- Coordinate and perform custodial duties required for funerals.
- Coordinate and perform custodial duties required at weddings and other outside events with extra compensation according to Official Policy

**OUTDOORS**

- Check shrubbery and trees for insect infestation.
- Wash outside windows.
- Hose down outside doors and eaves where cobwebs collect.
- Maintain signs and bulletin boards.
- Sweep and pick up parking lot and lawn.
- Water grass and trees.
- Fertilize grass and herbicide plants and trees.