

Bay United Methodist Church

Head Custodian

Job Description

<i>Title of Position:</i>	Head Custodian
<i>Directly Accountable to:</i>	Staff Parish Relations Committee
<i>Indirectly Accountable to:</i>	Board of Trustees and/or Pastor
<i>Date Job Description Adopted:</i>	June, 2019

Objectives:

1. To maintain the cleanliness of the church building interior, concentrating on the lower level rooms.
2. To maintain mechanical operations of the buildings and equipment.
3. To maintain church grounds.
4. Communicate issues and concerns about custodial work with Trustees.

Job Description:

Primary Responsibilities:

Under Objective 1

1. Performs general housekeeping including dusting, mopping and vacuuming floors, emptying wastebaskets.
2. Maintains cleanliness of all bathrooms and kitchen.
3. Advise Trustees/Administrative Assistant of safety issues and repair problems
4. Respond to church cleaning priorities as advised by Pastor and Administrative Assistant.
5. Wet/dry mop floors weekly or more often if needed.
6. Strip and refinish floors as needed, unless service provided by outside contractor.

Under Objective 2

1. Advise Trustees/Administrative Secretary of safety issues and repair problems.
2. Lock doors and secure building as needed.
3. Service equipment as needed or arrange for outside service if needed.
4. On a weekly basis, to be responsible for the following:
 - a. Respond to day to day needs from Pastor and Administrative Assistant.
 - b. Check building lavatories, furnaces/boilers, thermostats, lighting, elevator function, kitchen equipment and structural components of the building and repair when possible and report to Trustees when outside expertise is needed.
 - c. Check calendar for upcoming special events and prepare rooms for such events.
 - d. On Monday thru Thursday, inspect and set up rooms where prior meetings took place the night before.
 - e. Trash bins to be managed as needed for garbage pickup.
5. Take care of building emergencies regarding plumbing and heating. Notify Trustees/Administrative Assistant of emergencies.

Under Objective 3

1. On a seasonal basis, to be responsible for the following:
 - a. Remove snow from walks daily as needed.
 - b. Trim bushes as needed and as directed by Trustees
 - c. Weed under bushes and in beds on a regular basis.
 - d. Inspect and clean window wells.
 - e. Clean/Organize garage and closet monthly.
 - f. Install and remove screens.

Under Objective 4

1. Communicate with Trustees any concerns as needed.

SECONDARY RESPONSIBILITIES:

1. Set up/store tables and chairs for events when requested.
2. Special cleaning for interior and exterior.

TERMS OF WORK:

1. The Head Custodian's hours shall be determined by the Board of Trustees prior to date of hire.
2. Any extended time away from the church should be negotiated with the head of Trustees.
3. The Head Custodian shall notify the Administrative Assistant whenever leaving the grounds during work hours and end of day.