

Custodial position: General Job Description and Responsibilities

The purpose of the Church Custodian at Berachah Church is to provide a clean, safe, and well maintained church building and it's surrounding campus. The Berachah Church Custodian Job Specification document specifically details the definition and requirements for the Custodial position here at Berachah.

- * A weekly walk-through of the church building and the exterior property assuring that all safety and sanitation conditions are in good order. The custodian will replace light bulbs and perform other small repairs (ie. clogged toilets) that may need to be performed. The custodian will report to the Elders on the Facilities Committee concerning items that need repair, replacement, or upgrading. The custodian will include in his weekly rounds, all exterior stairwells to make sure all drains remain open and are free of debris that would cause the drains to clog and in turn flood the areas.
- * Set-up, Clean-up special events and group rentals at Berachah
- * The custodian will be available to perform and/or help with special projects as assigned by the Elders of the Facilities Committee

Cleaning Responsibilities:

Weekly Schedule

Main Entrances (Foster Road side and Missionary Apartments side)

- Clean the glass on all doors (interior and exterior)
- Dry sweep laminate floors (including under furniture and behind doors)
- Using the appropriate cleaning agent, wet mop the laminate floors monthly or as needed
- Clean glass on literature tables, dust radiators, vacuum mats, empty trash cans
- Keep coat room areas clean and organized
- Clean and stock Handicap bathroom on Missionary Apartment side entrance

Narthex

- TV monitors dusted, screens are cleaned with appropriate cleaner
- All glass clean leading into the main Sanctuary

- Radiators/baseboards dusted, carpet vacuumed, all signage dusted
- Carpet to be shampooed as determined by Facilities Committee

Main Sanctuary

- All windows, radiators, baseboards, organ, and piano dusted
- Wood floors under pews dry swept
 - wood floors to be wet mopped monthly or as needed
- All carpets vacuumed. (pews to be vacuumed as determined by the Facilities Committee)
- Debris removed from pews. Hymnals and Bibles put on storage shelf under pew
- Storage area rooms to the sides of the pulpit kept clean and organized
- Balcony area cleaned as needed / assigned by Facilities Committee

Staff Offices Suite

- Main Church office - trash emptied and rug vacuumed
- Other staff offices to be cleaned as requested by each individual
 - Music Director's office
 - Pastor's office
 - (2) Associate Pastor's offices

Chapel

- Windows, window sills, and glass in doors cleaned
- Chair rail, radiators, and baseboards dusted
- Laminate floors dry swept
 - Laminate floors wet mopped monthly or as needed

*****ALL BATHROOMS*****

- All counters and sinks wiped down with disinfectant

- All toilets and urinals cleaned with disinfectant
- Mirrors cleaned, partitions wiped
- Trash emptied
- Floor mopped
- Supplies stocked Toilet paper, towels, soap

Back Hallway (by mailboxes, elevator, and side door)

- Computer desk dusted
- Trash emptied
- Carpet vacuumed (including inside elevator)
- Elevator door wiped down. Inside elevator controls wiped down
- Side parking lot exit door cleaned

Nursery

- Chairs, changing table, wiped down with disinfectant
- Windows and sills cleaned, radiators dusted
- Carpet vacuumed

Stairways to lower level

- Handrails cleaned with disinfectant
- Steps dry swept

Fellowship Hall

- Trash taken out and monitoring collection of trash on Tuesdays
- Counters wiped with disinfectant
- Floor dry swept

Kitchen

- Trash removed

- Floor dry swept

Lower Level Hallway

- Dry sweep entire hallway
- Water fountain wiped down with disinfectant

Library

- Dust furniture, shelves
- Dry mop floor
- Vacuum carpet

Exit doors by rooms 109 & 110

- glass cleaned, doors wiped down inside and outside

Outside Trash & Recyclable Area

- Dumpsters and area kept clean and organized

Monthly

- Steps in building to be wet mopped monthly or as needed
- Fellowship Hall Floor to be wet mopped monthly or as needed (ie. after events)
- Floors downstairs to be wet mopped monthly or as needed
- **Room 103**
 - Window, window sills, TV, tables, radiators dusted
 - Floor dry swept
- **Room 102**
 - Furniture, TV, dusted
 - Floors vacuumed, dry mopped
- **Room 106**
 - Window sills / radiators dusted
 - Floors dry swept, vacuumed
- **Room 105**
 - Sink / Changing table disinfected Soap and towels stocked
 - Window sills and radiators dusted
 - Carpets vacuumed, floor dry swept

- **Rooms 107, 108, 109, 110**
- - Window sills, radiators dusted
- - Floor dry swept, carpets vacuumed

Quarterly or as determined by Facilities Committee

- Deep clean of carpets
 - Nursery
 - Sanctuary
 - Classrooms downstairs
 - Office suite