

Church Custodial Job Description/Checklist
Saturdays (5 hours) and Sundays (3 hours) – total 8 hours per week

Definitions – “Sanctuary level” – we are including the Sanctuary, hallways, steps from front door to the Sanctuary level, elevator, Pastor’s office, sound booth, Council Room and Secretary’s office.

“Nursery level” – we are including the Director’s office, 2 Nursery rooms and the hallway and steps leading from the Nursery rooms to the Men’s bathroom and the hallway leading from the front door to the Handicap Bathroom/elevator.

“Basement level” – we are including the 3 bathrooms (men’s, ladies’ and handicap), the big room, the back hallway, the kitchen, the room off of the kitchen and the room by the back steps.

Saturday is the ~~primary~~ day for cleaning the entire church – every room, floor, rug, window, etc...

The following must be done every Saturday after all groups and meetings are finished for the day:

Saturdays – 5 hours

Sanctuary level

1. Pick up and remove trash. Place all trash outside in the garbage bin. (Also in the Sanctuary, straighten out books, arrange Bibles correctly in the pews)
2. Place all plastic/bottle/cans recycling (blue plastic containers in Pastor’s Office & Secretary’s Office) in clear plastic bags outside behind the church. Paper recycling place in the janitor’s room in a box until recycling day.
3. Vacuum all carpets. (Spot clean carpets as needed)
4. Sweep and wash all floors with clean water and a small amount of white vinegar only. (Clean mop, hang it up to dry, and make certain no water is left in the pail)
5. Dust every room including windows sills and piano.
6. Windex rear Sanctuary windows along the back and small windows in the doors
7. General cleanup of things left lying around church – put away – for example any table left in the hallway.
8. The first Sunday each month, setup communion table on 2 triangle risers to the right (facing it) of the pulpit and roll out the carpet in front of the pulpit.
9. Check doors before leaving to make sure they are locked and put the alarm on.

Nursery level

1. Pick up and remove trash. Place all trash outside in the garbage bin.
2. Vacuum all carpets. (Spot clean carpets as needed)
3. Sweep and wash all floors with clean water and 2 ounces of white vinegar only for every quart of water. (Clean mop, hang it up to dry, and make certain no water is left in the pail)
4. Dust every room including windows sills. Wash all black boards.
5. Keep literature racks clean.

Basement level

1. Do any setup needed for Sunday classes.
2. Pick up and remove trash. Place all trash outside in the garbage bin.
3. Place all plastic/bottle/cans recycling (blue plastic containers in Pastor’s Office & Secretary’s Office) in clear plastic bags outside behind the church. Paper recycling place in the janitor’s room in a box until recycling day.
4. Refill all paper products and soap dispensers in all three bathrooms and paper towel dispenser in the kitchen.
5. Vacuum all carpets. (Spot clean carpets as needed)
6. Sweep and wash all floors with clean water and 2 ounces of white vinegar only for every quart of water. (Clean mop, hang it up to dry, and make certain no water is left in the pail)
7. Dust every room including windows sills. Wash all blackboards.

8. Change air conditioner filter in the big room air conditioner on the 1st Saturday of each month – April - Sept.
9. Setup any chairs/tables needed for dinners, etc. The group using this is responsible for helping to take down all tables, chairs and help with cleanup. You will be paid extra for special events (funerals, special services, etc.) See weekly schedule from Secretary left in your box.
10. Check doors before leaving to make sure they are locked and put the alarm on.

Outside

1. Clean front sidewalk, rear yard of trash and keep the main lower drain located on the side of the Potter's House free of debris so water can drain from the parking lot.

Other

1. Notify the Church Secretary when cleaning supplies or other materials need to be ordered.
2. Notify the Building Team Chair if something is found broken and/or needs to be repaired.
3. Change any blown out light bulbs.
4. Keep custodian's closet and boiler room neat and organized.
5. For special funerals, special services, snow removal during the week, additional pay will be paid.
6. Anything else that is requested by the Building Team.

Sunday morning – 2 hours

The following must be done every Sunday MORNING:

1. Open the Church building on Sundays by **8:30am** and also open the following: all classroom doors including the Pastor's office and Council Room and Sanctuary doors. Close all bathroom doors. Bring elevator to the first floor and unlock the side door by the handicapped elevator. Check heat/air conditioner. Put a bottle of water on the pulpit for the Pastor. Place 2 cones across the street at School 21 opening entrance.
2. **Check School # 21 gates to make certain they are unlocked. The East 22nd Street parking lot entrance and the Madison Ave walk through entrance. If they are not open, you have the key to open them.**
3. After both Sunday Church services and activities are over, make certain the Pastor's Office, Council Room, Child Care Office and nursery Middle doors are closed and locked. Pick up the 2 cones from the School 21 opening entrance.
4. If the homeless program resumes, clean all bathrooms after the homeless program is completed each week but before Bible study and worship service begins.
5. A company is hired to do snow removal when it snows 2 inches or more. When it snows 2" or less, before Bible study/worship service begins, shovel a path on the sidewalk and to the front door of the church and throw salt.

Sunday evening—1 hour

1. Pick up and remove all trash in the entire building. Place all trash outside in the garbage bin.