**First Baptist Church, Thomson, Georgia**

Part-time Custodian Job Description

**Hours:** 25-30 hours/week, 52 weeks/year

**Compensation:** $15/hour

**Principle Function**: The Church Custodians are responsible to the Director of Church Operations for the upkeep, cleanliness and orderliness of all church buildings, grounds and equipment. He/she is employed and supervised by the Director of Church Operations with the concurrence of the Pastors and Personnel Committee.

**Responsibilities:**

1. Requirements for Employment:
   1. The custodian must adhere to policies, procedures and code of conduct as found in the First Baptist Church in Thomson, Georgia, Personnel Handbook, as well as submit to a required criminal background check and any drug and alcohol testing if needed.
   2. The custodian must be physically able to carry out the duties of this job, including the ability to lift fifty pounds.
2. Church Programs: The custodian is a vital part of the various programs of the church because he/she is responsible for making sure that rooms are set-up, the temperature is comfortable and necessary equipment is in place. This area of responsibility ensures that those involved in the programs can concentrate on the content and not be distracted by inadequately prepared rooms.
   1. Acquire knowledge of program events by consulting with the Director of Church Operations and/or the church secretaries.
   2. Set up classroom, worship or other needed areas of the buildings for regular activities.
   3. Operate heating and cooling systems on an agreed upon schedule to maintain comfortable temperatures.
   4. Move furniture and equipment and set up tables and chairs for suppers, banquets and all other special or irregular activities.
   5. Assist when facilities and arrangements are used for weddings, funerals and other outside group events (extra compensation according to church policies).
3. Program Support: Many responsibilities of the custodian do not relate directly to a specific program but help to undergird the total program and ensure the smooth functioning of the church.
   1. Help open and close buildings daily, turning lights on and off as directed.
   2. Check with the church office twice daily for assignments.
   3. Maintain clean walkways, entrances, parking areas and grounds.
   4. Empty trash receptacles daily.
   5. Sweep, vacuum and mop floors and dusting.
   6. Buff, strip and wax all floors and clean baseboards and carpets as scheduled.
   7. Clean bathrooms and kitchen/snack areas as scheduled.
   8. Clean mirrors and windows and dust furniture, handrails and other surface areas regularly.
   9. Request cleaning and maintenance supplies and equipment as needed.
   10. Maintain neat, orderly supply closets and storage areas.
   11. Work with the Director of Church Operations to make minor electrical, plumbing, carpentry, painting, and minor equipment repairs.
   12. Recommend additional major maintenance and repair work as needed.
4. Other Responsibilities: The church custodian will perform other duties as assigned by and in consultation with the Director of Church Operations and the pastoral staff.