

Job Description – CUSTODIAN
First Christian Church, Fort Thomas, Kentucky

Custodian

The Custodian of First Christian Church, Ft. Thomas, KY, is responsible for the appearance, maintenance, and security of church property to provide an appropriate environment for the growth and learning experience of the congregants.

I. Cleaning

- a. The church custodian shall be responsible for the cleaning of all rooms and hallways regularly, at least once each week and more frequently as needed. If any of these rooms should be used for special meetings and other occasions during the week, the custodian shall clean such rooms and have them completely ready for further use, preferably not later than the evening of the day following their use for such special events.
- b. The cleaning of these rooms and hallways shall normally involve the weekly sweeping of the floors, emptying of wastebaskets and dusting the furniture and window sills. The floors shall be mopped regularly and as needed.
- c. Furniture shall be rearranged as necessary to prepare the rooms for their normal or expected use.
- d. Special care shall be given to all inside drains to avoid offensive odors, by pouring a bucket of water in each drain every two weeks.
- e. The kitchen shall be cleaned thoroughly each time it is used and all waste and garbage shall be placed in closed garbage pails. Groups preparing meals shall be responsible for cleaning the kitchen and all utensils and equipment used. Food scraps and other waste shall be removed from the floor, tables, and chairs. The custodian shall inspect the kitchen as soon as possible after each use and shall report any violation of this rule to the Chairperson of the Property and Facilities Committee. Kitchen floor should be wet mopped after each use by the custodian.
- f. The sanctuary shall be cleaned and vacuumed at least once each week, including dusting and vacuuming of pews, window sills and all furniture.
- g. Light fixtures indoors and out shall be kept clean and working.

II. Disposing of Garbage and Other Wastes

The custodian shall place garbage and other wastes at the curb in time for pickup on regular garbage collection days. Regular and recycling pickup is early on Tuesday morning. Any accumulation shall be reported to the city garbage collection department by the custodian in sufficient time to insure its removal. Garbage pails shall be cleaned and returned to their normal storage place by the custodian as promptly as possible after the garbage is collected.

III. Maintenance of Church Grounds

The custodian shall inspect the Church grounds at least once each week and remove any waste paper and other debris that may have accumulated.

IV. Doors and Lights

The Chairperson of the Property and Facilities Committee shall coordinate with the custodian and determine responsibility for having the Church doors open and the Church lighted, if necessary, in advance of all regular or special Church services. The custodian shall also be responsible for seeing that all doors and windows are securely fastened and all lights turned off following the use of the Church for all regular and special Church services. (If possible, building and grounds should be secure 30 minutes after the conclusion of the service/activities.)

V. Attendance at Weddings and other Special Functions held at the Church

The custodian, with proper advance notice, shall be responsible for having the Church in readiness for weddings, funerals and other special functions held at the Church and shall see that the Church is restored to the normal condition following completion of such functions.

VI. Maintenance of Equipment

The custodian shall be responsible for maintaining all custodial equipment in good repair and in a serviceable condition at all times.

VII. Communion Service Cleanup

Under the direction of the Chairperson of the Worship and Education Committee, the custodian shall be responsible for the collection and cleaning of communion ware within 48 hours after each communion service.

Note: When making a request, committee chairs and other congregants are to use the Special Request Forms and submit to the custodian. When requiring assistance on any tasks, custodian should contact the Chairperson of the Property and Facilities Committee.

Ratification Date: December 21, 2016
Effective Date: January 1, 2017