

Part Time Custodian Position Description
Myrtle Grove Baptist Church
Pensacola, FL 32506

PRINCIPLE FUNCTION:

The Part Time Custodian is responsible for keeping the buildings clean and opening and securing buildings. He or she shall adhere to the policies outlined in the MGBC Personnel Manual and the applicable sections of the MGBC General Policies and Procedures Manual.

QUALIFICATIONS: The Part Time Custodian shall

1. be a Christian,
2. be a member or will become a member of MGBC,
3. have a high school diploma or GED,
4. be honest and trustworthy,
5. be self-motivated and work without direct supervision,
6. be able to follow written and verbal instructions well,
7. be flexible and willing to adapt to varying work schedules,
8. have the physical ability to lift up to 50 pounds,
9. be able to climb and work from ladders,
10. be able to select and use cleaning agents and other chemicals safely,
11. be knowledgeable in the use of cleaning equipment and cleaning techniques, and
12. be timely in attendance with the ability to vary work schedules as needed.

Relationships: The Part Time Custodian shall

1. be responsible to the Minister of Administration and Education for functional duties,
2. work well with other staff members as a team to fulfill the mission and goals of the church, and
3. relate well with the congregation and the public, and
4. have an annual performance review or exit performance review by the Minister of Administration and Education and forwarded to the Personnel Committee for review.

The duties of the Part Time Custodian may require revision from time to time and can be done in consultation with the Minister of Administration and Education and the Personnel Committee. All changes shall be approved by the church.

Functions Related to Cleaning: The Part Time Custodian shall

1. sweep and mop floors in classrooms, restrooms, and common areas,
2. dust all furniture, equipment, window ledges, and bookshelves,
3. vacuum carpets weekly or more frequently if needed,
4. maintain clean restrooms (All restroom fixtures should be cleaned daily.),
5. replenish toilet tissue, paper towels, and soap dispensers,
7. empty trash cans and install new liners daily and also after Sunday and Wednesday activities,
8. check the sanctuary for cleanliness before scheduled services,
9. sweep all walks and entrances frequently,
10. wash windows and doors as needed, and
11. perform other duties as assigned.

Function Related to Security: The Part Time Custodian shall ensure that all buildings are locked and the alarms are set.