

Custodian Position Description
Myrtle Grove Baptist Church
Pensacola, FL 32506

PRINCIPLE FUNCTION:

The Custodian is responsible for maintaining facilities, buildings and grounds, keeping them clean and in good repair, and performing other custodial functions. 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 custodian shall

1. be a Christian,
2. have a high school diploma or GED,
3. be honest and trustworthy,
4. be self- motivated and work without direct supervision,
5. be able to follow written and verbal instructions well,
6. be flexible and willing to adapt to varying work schedules,
7. have the physical ability to lift up to 50 pounds,
8. be able to climb and work from ladders,
9. have the technical ability to perform minor electrical, mechanical, plumbing, and structural repairs,
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 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 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.

Specific Duties Include:

Functions Related to Maintenance:

A. Building Safety: The Custodian shall

1. replace worn or defective locks,
2. replace door closures,
3. store flammables and hazardous chemicals properly,
4. respond to security alarms, and
5. inspect fire extinguishers and initial cards monthly.

B. Electrical: The Custodian shall

1. replace defective switches, receptacles, light bulbs, etc.,
2. replace ballasts as needed, and
3. change cords, plugs, etc. on small appliances.

Note: Custodians shall not perform any electrical work that requires certified licensed persons.

C. Plumbing: The Custodian shall

1. keep flush mechanism in toilets and urinals in good working order,
2. change seats and washers in dripping faucets, and
3. replace lawn sprinkler heads as needed in the irrigation system.

D. Painting: The Custodian shall paint and touch up offices, classrooms, bathrooms and other areas as assigned by the supervisor.

Functions Related to Cleaning:

A. Building: The Custodian shall

1. sweep and mop floors,
2. dust all furniture, equipment, window ledges, and bookshelves,
3. vacuum carpets weekly or more frequently if needed,
4. maintain clean restrooms (All restrooms should be cleaned prior to Sunday and Wednesday and as needed.),
5. replenish toilet tissue and paper towels,
6. clean offices on a daily basis,

7. empty trash cans and install new liners in all buildings as needed and also after Sunday and Wednesday activities,
8. clean the sanctuary weekly and recheck it before scheduled services,
9. clean all classrooms, stairways, halls and assembly rooms weekly,
10. clean and maintain the baptistery and accompanying areas as needed,
11. wash and dry wet clothing as soon as possible,
12. sweep all sidewalks and building entrances frequently (at least two times per week),
13. clean, wax, and buff floors monthly,
14. wash windows and doors as needed,
15. clean the exterior of buildings as needed or as directed by supervisor, and
16. pressure wash the sidewalks, stucco, etc.

B. Vehicles: The Custodian shall

1. check the bus weekly,
2. clean and service it as necessary, and
3. fill the bus with gas as needed for special trips or when gas tanks are not full.

Functions Related to Operations: The Custodian shall

1. check all live plants and water as needed,
2. set up tables and chairs for suppers, banquets, and similar occasions,
3. move furniture and set up assembly and classroom areas for regular activities,
4. open and close buildings daily as scheduled (including arming and disarming alarms),
5. operate heating and cooling equipment according to schedule,
6. receive literature, supplies, and other items and store them in proper place, and
7. distribute literature to class/ department rooms.

Functions Related to Information: The Custodian shall

1. inform the supervisor when supplies of any kind are needed,
2. keep a phone/radio in his or her possession and on at all times when on duty,
3. check with the supervisor daily concerning special instructions,
4. use time effectively and work harmoniously with each custodian, and
5. perform other duties as assigned.

Daily hours for custodians are assigned by the Minister of Administration and Education.

Note: The custodian shall help with wedding rehearsals, weddings, wedding receptions, special anniversaries, and birthdays as specified in the MGBC General Policies and Procedures Manual. This time is additional hours beyond the normal work week. The custodian is compensated by the wedding party.