

**North Isanti Baptist Church
Church Custodian
Position Description**

Primary Function:

The primary function of the church custodian's position is to clean and provide a neat and orderly building(s) and to assist the church in its many ministries.

Relationships:

The church custodian is directly accountable to the Church Deacon Board through the Chair of the Facilities Maintenance, Buildings and Grounds Committee. The Church Custodian will also work directly with the Church Pastor(s) as it relates to cleaning needs of the church.

Qualifications/Requirements:

- High school diploma or equivalent
- Experience with custodial duties, tools of the trade and products used
- Understanding of cleaning techniques and safety procedures
- Ability to lift up to 50 pounds and pass a background check
- Strong communication, comprehension and interpersonal skills being able to deal with and communicate with all ministry participants
- Flexibility to adjust their schedule to suit the needs of the church
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church
- Agrees to and supports the Statement of Faith, Mission and Vision and Core Values of North Isanti Baptist Church manifesting a godly lifestyle, moral character, and a love for and obedience to God
- A successful church custodian should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate
- Works well independently and possesses strong time-management skills

Responsibilities (Include but are not limited to)

- Maintaining clean church facilities by performing weekly (and daily if necessary) cleaning in all public areas of the church building and youth building(s) including bathrooms, sanctuary, kitchens, and meeting rooms by:
 - Dusting
 - Sweeping
 - Vacuuming
 - Shampooing carpets as necessary

- Mopping
- Scrubbing
- Polishing
- Sanitizing and disinfecting
- Emptying trash and recycling bins, disposing of waste and/or recycling appropriately
- All restrooms are to be deep cleaned and sanitized on a weekly basis and checked daily for spot cleaning.
- Keeps restrooms supplied with toilet paper, soap, and paper towels as needed.
- Performs routine maintenance such as unclogging toilets. Building repairs or major maintenance needs such as ballast replacement, etc., shall be reported to the Facilities Maintenance person.
- Communicates with the Event Coordinator for replacement of cleaners and other supplies when needed.
- During the winter months, keeps main sidewalk into the church building cleared of snow and salted and before 7:30 AM on a Sunday morning. Snow removal will be coordinated by the Facilities Maintenance person.
- Washes all windows, doors and mirrors as needed.
- Adds water to all floor drains once per week.
- Follows all safety rules and precautions.