

Custodian Job Description For Weddings

The Custodian assigned to work a given weekend will cover the weddings that occur. They are expected to be present one hour before the wedding begins or earlier by prior arrangement. Be present and available during the wedding and reception if there is one. Remain in the building afterwards for cleanup for a total of three hours. Custodian without reception \$60.00 and with reception \$95.00.

- a. Place water and glasses in the altar area in case someone in the wedding party feels faint or ill.
- b. Place fans in the altar area on hot days.
- c. Operate sound system for soloist or as requested.
- d. Open all doors one hour before the wedding.
- e. Check with wedding coordinator about possible last minute changes.
- f. Assist altar guild with candles or whatever else that may be necessary.
- g. Vacuum, dust, and mop floors after the wedding.