

JOB DESCRIPTION

POSITION: **Head Custodian**

Supervision: **Senior Pastor and Board of Property**

Responsibilities:

1. Maintains and operates the heating/ventilation system of the church.
2. Performs minor maintenance functions.
3. Supervises all the housekeeping of the building and grounds, including the ordering of supplies for this purpose.
4. Sets up rooms for various activities and programs of the church.
5. Responsible for removal of snow from walks and parking lots.
6. Advises the Board of Property regarding the maintenance of building and grounds.
7. Leads tours of the building and grounds for the purpose of reviewing maintenance as directed by the Board of Property.
8. Regularly inspects the facilities for safety hazards and fire protection.
9. Orders fuel oil when needed.
10. Arranges for maintenance and repairs that require electricians, plumbers, etc.
11. Puts out microphones and turns on public address system.
12. Performs other duties as requested.
13. Gives direction to and oversees all other custodial employees.
14. Communicates daily with pastors and staff regarding set up and custodial needs.

Working Conditions:

1. Hours are typically 8:00 a.m. to 4:45 p.m. Monday through Friday (up to 45 minute lunch break).
2. Meet with evening custodian daily at 4:30 p.m. for coordination purposes.
3. Be available to substitute weekends.
4. Snow removal done by 8:00 a.m. on snow days.

As a salaried position, flexibility according to church programming is necessary regarding work hours. For those holidays which require custodian to work, alternative time off may be taken within the two weeks following the holiday after consulting with the Senior Pastor.

Annual performance reviews will be done with Senior Pastor and/or the Board of Property.