

ROYERSFORD BAPTIST CHURCH
452 South Lewis Road, Royersford, PA 19468 610-948-2191

POSITION DESCRIPTION
CUSTODIAN

Supervisors: Pastor, and Buildings & Grounds Team Facilitator, jointly and severally

Oversight Committee: Staff Relations Team

PURPOSE: Carry out custodial duties on an ongoing basis to ensure that all church facilities are clean and in good order (22.5 hours per week). In addition, prepare for and clean up after special events as needed.

RESPONSIBILITIES: Subject to review and adjustment in conjunction with the pastor and the Staff Relations Committee and, when appropriate, with final approval by the RBC Leadership Council, the following constitute the major responsibilities of the Custodian at Royersford Baptist Church:

Sunday Tasks

General - Open and close building before and after worship
(Lock up about 12:30 when no after-worship activities are planned.)
Adjust heat/AC and fan as required
Clear entranceways of snow/ice (as needed)
Fill and heat baptismal (as needed)

Weekday Tasks

(Check with Administrative Assistant/church calendar each week for special events that need set up, and check mailbox regularly for special instructions.)

Sanctuary - Vacuum carpet area, mop tile floor
Dust furniture, sills, and radiators
Remove cobwebs
Pick up litter
Check rooms behind front of sanctuary for clutter, wastebaskets
Place lost and found items in the lost and found box (coat rack)

Narthex - Vacuum carpet
Dust ledges, shelves, windowsills, furniture
Clean windows and doors
Remove cobwebs
Wipe down table used for coffee and tea on Sundays

Parlor - Vacuum carpet
Dust furniture, ledges, sills, radiators

Remove cobwebs
Clean glass doors and windows between parlor and narthex
Wipe down tables used for Popcorn Church

Hallways - Vacuum carpet
Dust radiators and sills
Remove cobwebs

Classrooms - Vacuum rugs weekly and mop tile floors
(Including Dust sills and radiators
Nursery) Clean doors and windows along hallway
Remove cobwebs

Kitchen - Mop floor
Dust sills and radiators
Remove cobwebs

Fellowship Hall - Dry Mop floor weekly and wet mop entire floor twice monthly
(*This should also be done after events that leave floor sticky*)
Dust ledges, sills and radiators
Remove cobwebs from walls
Clean windows and doors along hallway as needed

Church Offices - Vacuum carpet
Dust
Remove cobwebs
Wash windows and blinds as needed

Restrooms – Restrooms include men’s and ladies rooms (4) in hallways plus small restrooms (3) in Nursery and behind Sanctuary
Clean sinks, toilets, stalls
Mop floors
Remove cobwebs
Restock supplies

Restrooms need cleaning multiple times during the week when the Nursery School is in session because of frequent usage:

- *On Sunday, Wednesday and Saturday -- The ones used by the Nursery School need to be cleaned, sanitized and deodorized. The Nursery School Director will notify custodian if any children have a major “accident.”*
- *On Mondays and Thursdays --The restrooms in the area of the Fellowship Hall/ Youth rooms should be cleaned*
- *Restrooms behind sanctuary can be done once a week, whenever convenient.*

Furnace Room - Keep furnace area clear

Miscellaneous - Empty all trash cans daily
Replace light bulbs, ceiling tiles, toilet flush kits

Change clock batteries and time (as needed)
Clean entranceways (sweep/cobwebs)
Order and pick up paper products and cleaning supplies

Nursery School Tasks -

Clear entranceways of snow/ice (as needed)
In classrooms—mop floors two times per week
(Friday or Saturday and Wednesday)
In the summer before school starts – Strip and wax classrooms
and small restroom floor, wash blinds and windows, shampoo rugs

Special Occasions (Church Meetings and Dinners, Outside Events) -

Turn on heat/AC as needed
Set up chairs and tables as needed
(Groups will be asked to put a diagram of what they need in Custodian mailbox.)
Be “on call” to set up and clean up after outside events
Fill out After-Event checklist and provide to Administrative Assistant

Revised: November 20, 2010