

**Job Description for Custodian  
First Baptist Church, Los Alamos, New Mexico**

***Schedule:***

- The Custodian's work week shall consist of such hours to adequately complete all the assigned duties.
- The staff policies for accrual of vacation, sick leave and holidays as described in the FBCLA Policy Book will apply to a full- or part-time Custodian.
- The Custodian will not work on Sunday.

***Supervision:***

1. The Custodian is supervised by the pastoral staff.
2. When no ministerial staff is available, the Chairman of the Personnel Committee will supervise the Custodian.

***Responsibilities:***

1. Properly clean all buildings and have them ready for all scheduled events. See that all restrooms are clean and furnished with supplies.
2. Work with staff and committees to prepare for planned events (setting up tables, etc.)
3. Keep adequate inventory of janitorial supplies and order as needed. Keep a supply of light bulbs and replace as needed.
4. Clean vinyl floors as needed.
5. Arrange carpet-cleaning service as needed.
6. Wipe all ledges, including top of doors.
7. Maintain clean and sterile bathrooms and classroom spaces.
8. Clean windows inside and outside as directed by pastoral staff.
9. Perform maintenance as needed, e.g. replace light bulbs, painting, general repairs.
10. Perform other duties as assigned by the pastoral staff for cleaning and maintaining facilities.