

First Baptist Church, Lafayette
Position Description and Maintenance Schedule

Position: Custodian
Reports to: Pastor – assisted by Operations Ministry

Primary responsibilities

Below is a list of what needs to be done. These do not necessarily need to be done on the day listed below. They are listed that way to help you know what needs to be done.

General

- Maintain contact with the administrative assistant and pastor regarding additional duties. (Calendar events, problems, etc.)
- Make minor repairs as the occasion arises.
- Fill and heat the baptistry three days before a baptismal service. The pastor will inform the custodian when there is a baptism service.
- Maintain the furnace, including resetting the thermostats, changing filters, and reporting any problems to the Operations Ministry chair.
- Refer questions or problems to the Administrative Assistant who will contact the chair of the Operations Ministry.
- Shovel snow on steps and sidewalks as necessary. (A snowblower is available).
- Check with the church office for set up every day.
- Empty all trash in offices' daily.
- The first floor of the church building must be clean and ready for Sunday; this will involve cleaning on Friday and/or Saturday. Sometimes the custodian may have to clean the same room two or three times a week.
- Make necessary changes on church sign in front of the sanctuary, including changing the sermon title weekly (usually Thursday or Friday.)
- Complete other duties as necessary under the direction of the Pastor and/or Operations Ministry and in consultation with the administrative assistant.
- Set up, clean up, and generally assist with funeral dinners as necessary.
- Many weddings are held at First Baptist during the year. The custodian will be informed of these as far in advance as possible and if unable to work at a particular wedding must notify the church office as soon as possible so assistance can be given in locating a substitute custodian. There is a fee provided to the custodian for working at weddings based on the amount of work and membership status.
- Check and change furnace filters in furnaces of Fellowship Hall if needed November one and June one.
- Move Christmas decorations to the narthex and back into storage as directed.

Cleaning schedule

Monday

- ❑ Clean the sanctuary - straighten Bible and hymn books (facing pew), dust, run vacuum in choir room and sanctuary. Pick up trash in the choir room and upstairs in both balconies. Sweep the narthex room off of the sanctuary and the Heritage Room (room with the pictures on the wall). The first Sunday of each month is Communion Sunday. You will have a set up for this Sunday.
- ❑ Put water in the container in the grand piano.
- ❑ Empty trash throughout the 1st floor (including the kitchen).
- ❑ The rugs in the hallway leading in from the outside and the rug on the stairway landing needs to be vacuumed daily. The vacuum is in the end of the hall by the men's restroom. There is an outlet under the steps by the water fountain - just move the stairs but move them back when finished sweeping.
- ❑ Wet a green rag (in the closet by the sink) put a little Q & A on it to clean the water fountain. Rinse rag and clean railing going up to 2nd & 3rd floor. After that do the glass doors (Windex and towels in the closet by the sink.)

Tuesday

- ❑ Clean the lounge - dust and run the vacuum.
- ❑ Clean the nursery - empty trash, sweep and mop.
- ❑ Clean the Children's Ark (Room 13) – empty trash, sweep and mop.
- ❑ The rugs in the hallway leading in from the outside should be vacuumed daily.

Wednesday

- ❑ Sweep, mop and clean both bathrooms. Don't forget to empty the trash in each room. Clean the landings and railings leading up to 3rd floor weekly. (both stairwells)
- ❑ The rugs in the hallway leading in from the outside might need vacuumed again.

Thursday

- ❑ Put the sermon topic up if the Administrative Assistant has given it to you. (Letters are in the closet by the men's restroom.) The board is in front of the church on the southwest corner.
- ❑ The rugs in the hallway leading in from the outside might need vacuumed again.
- ❑ If school is not in session, set up for baked goods distribution on Fridays. Set up is available from pastor.

Friday

This is probably your hardest day.

- ❑ The baked goods distribution is from 11:30 am to 12:30 pm. Currently the New Community School is setting up for the distribution and setting up for Sunday morning.
- ❑ When school is not in session, it is your responsibility to:
When you come in lock up fellowship hall and put the carts behind the brown divider. Leave the bread on the tables (the workers generally put the bread on the tables against the south wall.) in Fellowship Hall unless there is an activity going on in Fellowship Hall. If there is an activity in Fellowship Hall you will need to put the bread in a shopping cart and set the cart off to the side. Get your sweeper and the orange extension cord and sweep the entire area and lounge. You will need to dust the lounge again to have it ready for Sunday. Also sweep the long hallway (where the chairs were).
- ❑ Set up the 4 small tables in a square and put chairs around them. Then put 2 long tables close to the kitchen.
- ❑ Empty the trash in Fellowship Hall and the hallway by the bulletin boards.
- ❑ If you haven't put up the sermon topic do so now.
- ❑ Vacuum the rugs in the hallway leading in from the outside again.
- ❑ Clean the bathrooms.
- ❑ Clean the glass on the glass doors.

Keys

The key marked 804 will get you in the closets, glass doors, nursery, sanctuary, brown door in Fellowship Hall, lounge and kitchen.

The key marked #11 is for the choir room, outside doors and both the doors in the front of the church.

The longest key is to the pastor's office.

The smallest key (there are 2 of them) is for the outside box where you put up the sermon title.

The key with the 3 holes is for the paper towel holders.

The keys to the Administrative Assistant's office and the Financial Secretary's office are almost identical. (The top is sort of curved.)

Supplies

- Supplies are in the dungeon.
- The key to that lock is on the right side of the light switch. Go through the 2 doors and the supplies are on the left.
- Let the administrative assistant know when you are getting low on supplies.

Qualifications

- High School diploma or GED
- Cleaning experience
- General maintenance experience

Expectations: 10 hours per week

Salary: As annually budgeted

Vacation: Approved vacation time available without pay