ETOWAH BAPTISH CHRUCH

PROMISE CENTER CUSTODIAN

JOB DESCRIPTION

Principal Function: To clean and maintain the entire Promise Center and report all needed repairs to the Lead Custodian.

1. TERMS OF EMPLOYMENT
2. The Promise Center custodian shall be employed by the church. The Personnel Committee and Pastor will consider and approve the employment or termination of the Promise Center custodian subject to the church’s approval.
3. Salary, allowances, equipment, supplies, etc. shall be provided in the current budget. Any changes will be handled by the Finance Committee.
4. The employment is for 11 hours per week.
5. The Promise Center custodian will have no paid time off but may request unpaid days off at the discretion of Church Administration.
6. Fees charged for special events such as weddings will be forwarded as additional pay to the Promise Center custodian to compensate for additional work necessary for the events.
7. DUTIES

The Promise Center shall be maintained in a manner that adds to the worshipful atmosphere at all times.

1. Classrooms-Dust, Vacuum and empty trash weekly
2. Bathrooms-Clean and stock supplies weekly
3. Floors-Sweep floors weekly including gym floor. Vacuum and clean main hallways/stairwells weekly. Run floor cleaning machine every other week.
4. Windows-Schedule to clean each window yearly. Clean the windows on the doors weekly.
5. Window sills, steps, walls, etc.-Clean weekly as needed.
6. Janitorial Rooms-Keep neat and clean.
7. Empty trash cans weekly.
8. Arrange chairs and tables weekly and set up assembly and classrooms for regular use and special activities as requested.
9. Compile list of needed cleaning and maintenance supplies and equipment and turn in to Lead Custodian to order as necessary.
10. Change light bulbs as necessary (excludes gym lights.)
11. Monitor and correct temperature of the Promise Center when needed.
12. Open and close the Promise Center as needed. Will work in conjunction with other Lead Custodian to schedule as needed.
13. Perform minor maintenance and repair work. Report any deficiencies to the Church Administrator.
14. Sweep and Mop the kitchen once a week
15. Work should be scheduled to reduce energy consumption when feasible.
16. The Promise Center custodian should be notified when the church will be used for non-regular times to reduce interferences with work schedule.

Recommendation for PC Custodian Pay:

40 weeks for up to 11 hours a week @ $10 per hour

12 weeks (Upward season) for up to 16 hours a week @ $10 per hour

1. Task to be completed during Upward season
2. Sweeping the gym floors, bathrooms and hallways
3. Vacuuming of any carpeted rooms used that day.
4. Mopping the gym floor area that bleachers are on and any spots on the main floor needing attention.
5. Mopping the bathrooms and hallways.
6. Run floor machine over gym floor at least every other week.
7. Clean bathrooms and replenish all paper products.
8. Take all trash from the gym and the bathrooms to the dumpster.

Not to exceed an annual amount of $6,320.

This will be a contract position. No taxes will be withheld from the pay.