

VALENCIA PRESBYTERIAN CHURCH

Custodian Job Description

JOB SCOPE:

Under the direction of the Pastor keep all church areas including, but not limited to, the sanctuary, fellowship hall, lounge, classrooms and offices in a neat, clean and orderly condition.

JOB RESPONSIBILITIES:

- Keep restrooms clean and supplied with soap and paper products at all times, watching for rust stains in sinks and toilets.
- Vacuum and sweep the carpeting and tiled areas of the buildings. (except nursery)
- Damp mop tile floors in fellowship hall, lounge and all restrooms once a week.
- Clean all glass in doors, partitions and mirrors once a week.
- Clean all kitchen & lounge appliances as needed.
- Replace light bulbs as needed and clean light fixtures, excluding high sanctuary and fellowship hall ceiling lights.
- Arrange various table/chair/partition combination set-ups/break-downs upon request.
- Sweep and keep free of leaves and debris the porches and entryways.
- Perform additional clean-ups as necessary.
- Alert Secretary/Pastor when you feel housecleaning projects need to be done or if you see items/equipment in need of repair.
- Consult Secretary/Pastor when supplies are needed.
- Place all refuse for removal at the pick-up point the day prior to trash pickup (currently Friday morning).
- Perform monthly in-house inspection of all fire extinguishers, first aid kits and AED located in the church.
- Water outdoor flowers when needed.