

# **Hope Reformed Church Custodian & Grounds Keeper Job Description**

God is the Creator, Redeemer and Sustainer of time and space; and one of the ways we glorify the triune God is by being faithful stewards of the time and space he has given us. God has blessed our congregation with a beautiful, functional facility and grounds to use for Christ-centered ministry. As stewards of this space we desire for it to be well-used, to be clean and in good repair to God's glory. The custodians on staff are a vital part of this effort.

The person hired into this position will be responsible for the entire facility and grounds with the exception of the main floor sanctuary, for which another staff custodian is responsible at this time. If the current main floor sanctuary custodian is no longer able or if he no longer desires to continue in his role the person hired for this position will assume the responsibility for the entire facility and the hours per week will increase accordingly.

## **Objectives of Position**

- To ensure HRC's facility and grounds are clean, safe and attractive spaces to God's glory and for the sake of our neighbors.
- To provide pleasant, courteous communication to all who use and request the use of HRC's facility (congregation members, neighborhood members and guests alike).
- To be a 'team player' in the ministry of HRC (with Staff, Décor Coordinator and Property Committee in particular.)
- To recognize the custodial duties may not be limited to the job description.

## **Details of Position**

- Some weeks may require more or less time to perform all necessary tasks; therefore, the custodian for this position will be hired to work no less than 15 hours per week and no more than 20 hours per week.
- The custodian will be paid an hourly wage of \$11.00 to begin. There will be a six month probationary period after which there will be a performance review and possible wage increase.

### **I. RESPONSIBLE FOR CLEANING THE CHURCH BUILDING**

#### **A. Windows**

1. Wash inside and out twice a year - Spring and Fall.
2. Check for broken windows, painting and caulking. Report needs to Property Committee.
3. All entryway glass in church building is to be cleaned weekly or more frequently if needed.

#### **B. Floors**

1. All traffic areas are to be vacuumed weekly or more as needed.

2. Tiled floors
  - a. All tiled floors will be mopped weekly.
  - b. All tiled floors will be buffed monthly.
  - c. All tiled floors will be stripped and waxed at least once per year.
3. All low traffic areas require regular attention. This includes closet spaces and less traveled hallways.

C. Bathrooms

1. Should be clean at all times and free of odor.
2. Floors to be wet mopped each week.
3. Fixtures to be cleaned and checked regularly.

D. Wastebasket

1. Empty all waste receptacles before Sunday each week, or more frequently if needed.
2. Empty all garbage after Sunday services each week (especially in areas where juice and coffee are served.)
3. Empty waste receptacles in kitchens after midweek meals or any other dinner.

E. General housekeeping

1. Vacuum pews, pianos, organ, classrooms, offices, nurseries and sanctuary weekly.
2. Pick up after all meetings and services, including removal of all bulletins and scrap paper from pews and hymnal racks in sanctuary, balcony and choir loft.

F. Supplies

1. Keep inventory of all supplies (toilet tissue, towels, soap, table coverings, cups, cleaning supplies, etc.)
2. Seek approval from Property Committee Chairperson in coordination with the current Treasurer when supplies are needed and then place the order with appropriate supplier.

G. Energy conservation

1. Program thermostats according to weekly meeting schedule.
  - a. Winter season - 60 degrees when rooms are not in use; 70 when in use.
  - b. Summer season - 80 degrees when rooms are not in use, 70 when in use.
2. When building is not in use, be sure lights are turned out.
3. Review maintenance schedule of all heating and air conditioning units with the Property Chairman.

II. LIGHT GROUNDS KEEPING

- A. Snow removal near entry ways and fire escapes
- B. Perform and/or organize fall clean up and spring cleanups of the grounds in coordination with Property Committee.
- C. Pick up litter on church grounds
- D. Water flowers when needed.
- E. Currently church members mow the lawn, but occasionally someone forgets or does not sign up. Should this occur the custodian would be asked to perform this duty and would be compensated for it puts them over 20 hours for the week.

### III. PREPARATION AND SET-UP FOR MEETINGS AND SERVICES

- A. Unlock early and lock up following all scheduled meetings and services (This is a negotiable during hiring process based on one's relationship with their local congregation.)
- B. Have adequate lighting on and make certain all are turned off after meetings and services.
- C. Set up and take down chairs, tables, etc. for scheduled classes or meetings and services.
- D. Custodian should check with office on regular basis for scheduled events.

### IV. WEDDING, FUNERALS AND OTHER NON-CHURCH SPONSORED EVENTS

- A. When custodial service is required, payment will be made as specified in church policies.

### V. LIGHT MAINTENANCE DUTIES

- A. Change burned out light bulbs as necessary.
- B. Touch up painting and small repairs.
- C. Maintain vacuum (e.g. change vacuum bags, care for repairs, etc.)
- D. Contact Property Committee and Treasurer prior to making purchases or repairs.
- E. Report broken or inoperable equipment to Property Committee.

### VI. MISCELLANEOUS

- A. Clean and polish drinking fountains and sinks weekly.
- B. Perform other janitorial services as directed by Property and Executive Committee.
- C. Maintain water in "damp chaser" in grand piano.

NOTE: When unable to do assigned duties him/herself, custodian must notify Property Committee Chairperson and make arrangements with someone to see that these are done. (Such as opening and locking up, adjusting thermostats for scheduled meetings, etc.)