

## **JOB DESCRIPTION**

**Position Title:**           **Custodian (part-time)**

The part-time custodian is responsible for the routine cleaning and overall maintenance of the Bethlehem Baptist Church and The Compassionate House as scheduled.

**Duties and Responsibilities:**

- Cleaning the entire church, including but not limited to:
  - Sweeping and mopping the floors
  - Vacuuming rugs and pew chairs
  - Cleaning and sanitizing bathrooms
  - Dusting or wiping all surfaces
  - Removing trash and garbage from all rooms
  - Washing windows and glass
- Setting up and breaking down rooms for meetings, classes, and events
- Handle minor repairs such as: changing light bulbs, loose screws, etc
- Perform periodic cleaning duties, such as: shampooing or steam cleaning carpets and pew chairs, buffing and waxing tile floors
- Clean The Compassionate House in preparation for and after scheduled events
- Report to the Chief-of-Staff needed repairs or maintenance issues, as observed
- Maintain inventory of cleaning supplies and bathroom items (i.e. soap toilet paper, paper towels, etc.)
- Follow and complete the weekly Custodial Chart Submit chart to the Chief of Staff weekly
- Keep dumpster area clean
- Other duties as assigned

**Responsible to:**

Chief of Staff (or COS designee)

**Schedule:**

Various hours according to need.