



## **PARTAKERS CHURCH BAPTIST CUSTODIAN/MAINTENANCE TECHNICIAN QUALIFICATIONS AND RESPONSIBILITIES**

### **Custodian/Maintenance Technician Qualifications**

- GED or High school diploma is preferred, but not required
- Work experience as a custodian, janitor, or a similar role
- Consistently available, observant and has an eye for details
- Solid working knowledge of industrial cleaning equipment and to maintain them
- Experience with using cleaning equipment, including vacuum cleaner, shampoo equipment and cleaning solutions
- Demonstrate a high level of trust (A violation of trust will result in immediate dismissal)
- Comfortable with basic maintenance tasks
- Detail oriented and conscientiousness required
- Stamina, good physical condition, and strength
- Ability to work for hours on your feet and physical strength to lift items
- Always conscious of the need for confidentiality and sensitive to the needs of others

### **Custodian / Maintenance Technician Responsibilities**

- Keep church building and property in clean and orderly condition
- Thoroughness and commitment to ensuring spaces are ready for the next day, including taking out trash, tidying, rearranging furniture, and wiping and polish fixtures and furniture surfaces as needed
- Sweeping and mopping of floors, as well as vacuuming carpets and shampoo or steam clean carpets and rugs as needed (up and downstairs)
- Daily cleaning and sanitizing of Men's bathroom facilities, including toilets, sinks, urinals, floors, mirrors

- Restock necessary items (e.g. soap, paper products)
- Manage inventory and the replenishing of cleaning supplies in a timely manner
- Cleaning of mirrors, glass entrance doors, windows, and sweeping entry areas as needed
- Inform Executive Leader of necessary items in need of repairs or additions to building operating systems
  - any damaged furniture
  - basic maintenance work
  - repairs needed
  - smell of rodents, observance of crawling insects, etc.
- Complete light maintenance tasks which includes replacement of light bulbs/light fixtures; damaged items that require quick repair
- Clean and pick up debris around the exterior of church, include exterior entries, sweeping church steps and landings
- Look for and clean cob webs in corners of floors and ceiling
- Wipe window seals
- When Kitchen is in use mop kitchen floor
- Wipe out the water fountain
- Set up tables and move tables as required
- Submit weekly a time sheet to reflect hours worked
- Sign in upon arrival and sign out upon departure in the church office
- Perform other duties deemed necessary by Executive Leader Carolyn Glover

### **Others**

Work schedule estimate 8 - 12 hour per week at \$12 per hour  
(Advise Carolyn Glover of all work schedules)

Reviews of work performance will be initially conducted quarterly, and then annually.

### **Signatures of Agreement**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature above is acknowledgement of Qualifications and acceptance of Responsibilities

Print Name \_\_\_\_\_