**Title:** Custodian/Maintenance Director (7/8/2021)

**Purpose:** The role of the Custodial/Maintenance Director is to oversee the cleaning and care of the physical property and plant of the church insuring that everything is in working condition creating a climate of welcome and hospitality in a clean and inviting environment.

**Primary Roles and responsibilities:**

**1. Custodial**

* Weekly cleaning of all buildings including vacuuming, sweeping, mopping, dusting, cleaning restrooms, taking out trash, washing entrance glass doors, sanitizing round tables
* Monthly cleaning to include dusting baseboards and window seals, washing tables in classrooms, checking for cobwebs, vacuuming pews and seats in worship spaces
* Semi-annually shampooing carpets/area rugs and cleaning blinds and windows
* Yearly stripping and waxing tile floors

**2. Maintenance**

* Keep building and machinery working condition
* Coordinate with vendors and subcontractors performing work on the campus
* Set up for church events
* Oversee mowing and maintenance of grounds
* Keep trustees and staff informed of property issues and repairs needed
* Order supplies related to the maintenance and up keeping of buildings and grounds
* Oversee set up, take down and cleaning for outside special events
* Ordering needed supplies for custodial and maintenance needs

**3. Security**

* Oversee calls for alarm system
* Observe guests coming and going throughout the week
* Unlocking, locking and arming building for groups using the facilities

**General Work Schedule –**

Monday – Thursday – 12:30-8:30

Saturday – 9:00-3:00

**Committee Responsibilities**

Trustees (meets every 2 months)

**Skill and Knowledge Requirements**

Understanding of basic cleaning techniques for institutional buildings, basic mechanical, electrical, plumbing, painting, carpentry and landscaping knowledge is a plus. Have the ability to follow directions and get along with others.