

Custodian: Job Description

6/2002

Purpose: The Custodian at Central Park Reformed Church will carry out the responsibilities of the position in keeping with the leadership and love of Jesus Christ, as we reach out to all generations, all cultures, and all people as uniquely gifted by God.

Personal Characteristics & Qualifications

- Have a personal relationship with Jesus Christ
- Actively seek to enhance his/her spiritual journey through personal devotions, prayer and meditation.
- Model the love of Christ with warmth and integrity.
- Exhibit a spirit of cooperation and teamwork in working with staff and the congregation.

Responsibilities:

1. Interior
 - Maintain the cleanliness and care of the facilities on a regular basis, through such tasks as dusting vacuuming, restrooms sanitation, replacing light bulbs, and other cleaning work.
 - Keep the building orderly and attractive.
 - Prepare the facilities for functions, including moving and setting up tables, chairs and equipment.
 - Be helpful and available, as much as possible, in assisting people with church equipment that's available for their use.
 - Ensure that the sanctuary is orderly and ready for Sunday worship and other events (such as weddings, funerals, voting). Be responsible for unlocking the doors in ample time prior to services and re-locking doors following services. (Team chairs should open and close for their own meetings.)
 - Report possible violations of safety requirements and codes to the Executive

Team for their consideration and possible action.

2. Exterior
 - Maintain the attractiveness and cleanliness of the exterior and landscaping through such activities as mowing the lawn, maintaining the shrubbery and weeding the flower beds.
 - Maintain the safety of the premises through such activities as removing snow from walkways, ensuring that the property is well-lit at night, and reporting potential hazards to the Property Team.
3. Repairs
 - The custodial staff is to make minor repairs or call service technicians for maintenance needs, such as plumbing repairs.
 - Large repair needs should be turned over to the Property Team.
 - Alert the Property Team to any maintenance which will be invoiced.
 - A representative from the custodial staff will serve on the Property Team.
4. Coordination
 - Meeting weekly with the Director of Ministries, custodian and receptionist in order to coordinate opening up, set-up, clean-up, and closing for various activities at church.

Accountability

The custodian is supervised by the pastor and accountable to the consistory through its Executive Team. The custodian will be expected to abide by the policies of Central Park Reformed Church.

While no written job description can be all inclusive of the tasks that accrue to a position, this document represents an attempt to provide a realistic overview of the primary responsibilities of the position.

Sunday duties that need to be done by the custodial substitutes.

BEFORE WORSHIP

- Open and unlock all doors by 8:30 a.m.
- Turn on lights
- Open nursery door
- Set bulletins out: (1 on pulpit; 1 each on organ, piano & keyboard; 4 on the front pew; 25 on choir stand when there is choir; 2 in the nursery; the rest on the bulletin stand)
- Put collection plate in pews (they are located in the deacons' room)
- Put a glass of water in the pulpit
- Ring bell 5 minutes before church begins
- During the summer, make sure the air-conditioning is on
- During the winter, make sure sidewalks are shoveled and salted

AFTER WORSHIP

- Pick up loose papers and bulletins from the pews
- Straighten hymnals and Bibles
- Turn off all lights (including bathrooms)
- Lock all doors (including nursery)
- Turn down the air-conditioner in the summer