

Lead Custodian

Basic Function

To keep church facilities and grounds clean and in an orderly manner and to maintain grounds and facilities as needed.

Specific Responsibilities

- a) Sanctuary:
 1. Run sound system, set up and clean after funerals and other sanctuary functions during the week.
 2. Dust mop the wooden floors under the pews and in the balcony weekly.
 3. Vacuum seat cushions weekly as is necessary.
 4. Arrange books in the book racks nearly before every meeting in the sanctuary.
 5. Damp mop wooden floors under pews every month.
 6. Change parament and dossal cloth per function or season.
 7. Supervise the set-up and clean-up for funerals and weddings.
 8. Polish brass rails and flower stands as needed.
 9. Vacuum bell tower as needed.

- b) Kitchens: Do thorough cleaning of the floors in the kitchens. Move garbage and trash to the outside dumpster as needed. The kitchen coordinator is responsible for keeping the kitchens clean, except the floor.

- c) Windows: The janitor will be responsible for regular washing of windows and window sills on the inside and outside of the building.

- d) Office: Empty waste baskets and vacuum weekly; wash windows and clean work surfaces, except desktops.

- e) Miscellaneous:
 1. Order all cleaning supplies, paper products, soaps, cleaners,
 2. Deliver church newsletters to post office each month.
 3. Arrange rooms for weekly church functions, which would include meetings, weddings and funerals. Inquire with staff weekly to see what is needed.
 4. Make minor maintenance repairs as needed around the church.
 5. Empty wastebaskets in classrooms and clean blackboards weekly, wash tables and chairs, vacuum floors.
 6. Keep janitorial closets orderly.
 7. Run occasional errands for church as requested by staff.
 8. Maintain lost and found collection in conjunction with office manager.
 9. Perform any other general maintenance around church facilities which could include, but not limited to: painting, minor plumbing and other repairs.
 10. Check pressure gauges for indoor sprinkling/fire system.

11. Make a weekly check of electrical lights and replace all those you can replace. Have an electrician replace those you cannot reach.
 12. Attend weekly staff meetings.
 13. Make bi-annual time changes on clocks, filters and grease trap.
- f) Bathrooms: Clean bathrooms are an absolute must at Third Reformed Church. The lead custodian is responsible for overseeing the cleaning function, and will work with the assistant custodian.
- g) Floors: Oversee the maintenance of floors as follows:
1. The carpet in the hallways must be vacuumed at least once a week and more often if there are additional meetings.
 2. Be sure to have a good carpet spot fluid on hand so that stains can be removed on a regular basis and not allowed to accumulate. If there are stains that you cannot remove, call a professional cleaner.
 3. Hard surfaced floors throughout the church facilities must be dusted
 4. Vacuum the carpet in the chapel and any other carpeting in the church facilities on a weekly basis and more as needed.
 5. Wash and wax tiled floors each summer.
 6. Shampoo classrooms, office, chapel and hallway carpets annually.
 7. Shampoo Fellowship Hall carpets after each TASC session and at the end of summer.
- h) Equipment:
1. Return any church equipment that is used to its proper storage place.
 2. Keep all outdoor floodlights timed properly for the season and make sure all lights are working.
 3. Make certain that all cleaning equipment is regularly serviced and repaired.
- i) Any maintenance that needs to be done and cannot be performed by the custodian should be reported to the church administrator on a timely basis. The custodian should then, at the church administrator's direction, hire the work out to a contractor and supervise the work. If the repair project is a major one, the church administrator should report it to consistory for approval.

Accountability

The custodian works under the direction of and is responsible to the church administrator.

Classification

The lead custodian is a regular, full-time, non-exempt position.