

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Custodian

Responsible to: Facilities Manager

General Job Description

To keep the church buildings cleaned and presentable for all services and church events

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to meet deadlines and progress without direct supervision
- Must be able to lift 25 pounds off of the floor and carry 10 pounds at least 100 feet
- Must be able to stand on their feet for 4 hours at a time
- Must be able to push a vacuum cleaner for extended periods of time

Responsibilities

- Stock supplies including toilet paper, paper towels, cleaners, etc.
- Clean bathrooms including mirrors, toilets, sinks, and floors as needed for services and events
- Sweep, vacuum and mop all floors for services and events
- Dust and sanitize pews and furniture throughout the church and church offices
- Stock offering envelopes, white cards, and pens in pews
- Keep hymnals and Bibles straight in pews
- Wash laundry for nurseries, coffee shop, and table clothes for events
- Keep nursery rooms and indoor playground cleaned and sanitized
- Clean all glass doors, mirrors and other glass throughout the church
- Keep plants watered and trimmed
- Empty trash cans throughout the church and church offices and take trash to appropriate dumpsters
- Notify maintenance staff, Facilities Manager or Executive Pastor of necessary repairs