

**Central Church of Christ**  
2001 East Main Street  
Streator, IL 61364  
815 673 1581

## Job Description

**Position title:** Church Custodian-Ministry Center  
**Position type:** Hourly  
**Reports to:** Executive Minister  
**Date created:** January 2000  
**Employee:**  
**Date filled:**  
**Date updated:** January 18, 2012

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### **Goal:**

The appearance and care of our buildings and grounds is a witness of our love for God. Our well cared for facilities communicate to our members and community that we are giving our best to God in every area of our lives. Caring for our facilities is part of being a good steward. People will want to continue attend our services and classes in part because our building and grounds are well kept and safe.

### **Purpose:**

The Central Church of Christ Ministry Center custodian shall:

- Support the Senior Minister and Executive Minister in carrying out the mission, goals, objectives, policies, and vision set forth by the Elders as it pertains to Building Maintenance.
- Perform custodial duties with a focus on the Ministry Center building inside and out.
- Support other custodial staff.

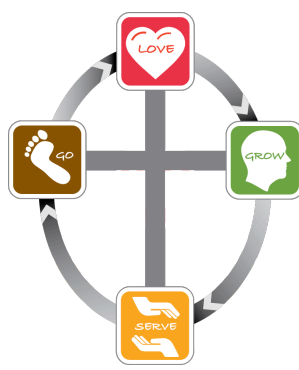
### **Accountability:**

The custodial staff reports directly to the Executive Minister.

### **Authority:**

The custodial staff will:

- Have general oversight of building custodial maintenance
- Have oversight of those church volunteers who are assisting with custodial duties
- Assist Executive Minister in the identification and recruitment to the Volunteer Custodial Team (Premise Keepers)



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### **Qualifications:**

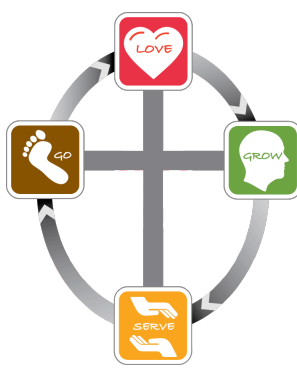
The Church Custodial staff should have:

- A cheerful servant attitude. This kind of job will sometimes have some frustrating moments because people who use our building will occasionally be messy and irresponsible. We will do all we can to prevent abuse and neglect by our members but at the same time we have to keep in perspective that "people are more important than things" and that "if you have no mess, you have no ministry."
- Flexibility. Because the church building is very busy with frequent changes of schedule, and special or unexpected events such as weddings and funerals, it is important to stay flexible. Be aware of the calendar and work around the activities of the church.
- Ministry mindset. The custodial position is an area of ministry to the Lord. The custodian's ministry enhances everything we do.
- Willingness to cooperate with the instructions of the ministers or church board.
- Personal integrity and dependability.

### **Key Responsibilities:**

Interior of Building:

- Floor Maintenance.
  - a. Tile floors: Mopping, waxing, buffing, burnishing
  - b. Carpeting: Vacuuming, shampooing
  - c. Entrance throw rugs: Vacuuming, washing.
  - d. Launder mop heads as needed.
- Bathrooms: Clean and/or disinfect bathroom floors, fixtures, mirrors, sinks, etc. Stock paper products in ample supply. Maintain room deodorizers.
- Dusting of rooms, furniture, fixtures, windowsills, etc.
- Washing or cleaning or disinfecting of drinking fountains, kitchenette, around doorknobs as needed, tables throughout the building, bathroom walls, kitchen walls and other walls.



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### Setup:

- For each Sunday make sure that classrooms are set up and ready for services.
- Set up classrooms during week for special events or programs as instructed by the person leading the class.
- Turn on heat or air conditioning when necessary, in enough time to insure proper temperature for church functions. Make sure all furnaces and air conditioners are operating.
- Keep janitor closets and work areas clean, orderly and safe.
- Do touchup painting as needed to interior walls.
- Empty wastebaskets and take trash to the dumpster regularly.
- Inform the Main building custodian of supplies needed for general upkeep of building such as wax, cleaners, paper products, etc.
- Replace light bulbs as needed.
- Work with Building and Grounds Ministries as needed.

### Exterior of Building:

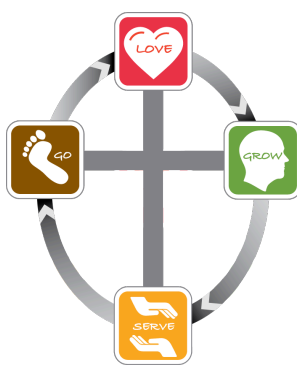
- Clear and salt walks in winter. Keep walks clean and free of debris year-round. The more dirt and debris you keep away from the entrances of the church the less dirt will be tracked in.
- Keep walkways clear of growth and debris.
- Regularly clean windows at entrances of the Ministry Center. Cleaning of other windows as needed.

### Miscellaneous:

- Requests for equipment or tools should be reported to the chairman of the Property Ministry.
- Report vandalism or habitual abuse of building by individuals to the Executive Minister.
- This job description is not intended to be a complete list of everything the janitor might do in the course of caring for our facilities. This gives a general job description and is subject to change as the need arises.

### **General Expectations:**

- Demonstrates a positive, energetic influence throughout the church
- Proactively responds to inquiries and concerns
- Exhibits honesty and trustworthiness in all aspects of the job
- Supports the mission and values of Central Church of Christ
- Must be able to climb ladders and lift fifty pounds



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**Necessary Attributes:**

- Commitment to the authority of scripture
- Relates to people with integrity and genuine concern
- Humble confidence
- Flexibility and a teachable spirit
- Loyalty
- Confidentiality with sensitive information

*The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned.*

*I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand them.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_