

# Oakland Baptist Church

## Job Description

### Part-time Custodian

*The purpose of the Custodian's position is to perform weekly cleaning and light maintenance at Oakland Baptist Church*

- I. The Custodian is under the supervision of the Personnel Committee of Oakland Baptist Church.
- II. The Custodian shall:
  - A. Remove trash from refuse containers building-wide, taking the trash to the dumpster. "Clean and sanitize" refuse containers as necessary.
  - B. Organize, vacuum, and "wipe-down" (as necessary) each Sunday School room weekly.
  - C. Dust furniture and use furniture polish when necessary.
  - D. Sanitize all tables in the kitchen area as needed.
  - E. Clean water fountains throughout building weekly.
  - F. Clean Restrooms weekly.
    - i. Sweep and Mop.
    - ii. Refill hand soap, paper towels and toilet tissue.
  - G. Dust mop all tile and hardwood floors as needed.
  - H. Wet mop tile floors as needed.
  - I. Vacuum all carpet throughout building, including stairwells weekly.
  - J. Spot clean carpet as necessary.
  - K. Clean windows inside and outside that can be reached without special equipment as needed.
  - L. Perform light maintenance such as changing small light bulbs when required.
  - M. Clean black marks from walls and doors as necessary.
  - N. Clean Kitchens as needed.
    - i. Clean counter-tops and sinks.
    - ii. Sweep and mop floors.
    - iii. Wipe the equipment down.
  - O. Order and maintain cleaning supplies in a locked closet as necessary.
  - P. Participate in a annual evaluation by the Personnel Committee during the first year of service and annually thereafter.

- Q. Support the letter and spirit of our church constitution, as well as supporting the mission and vision of our church.
  - R. Provide the Lead Pastor and Personnel Committee with two week's notice in the event it becomes necessary to resign the Custodian's position.
  - S. Perform other duties as requested by the Lead Pastor.
- III. Vacation Time:
- A. After one year of employment, the Custodian is entitled to one week of paid vacation (20 hours).
  - B. After four years of employment, the Custodian is entitled to two weeks of paid vacation (40 hours).

Revision History:

Reviewed—OBC Personnel Committee August 10, 2014