

Friendship Baptist Church

5491 Craig Springs Road

Sturgis, MS 39769

2022

POSITION: Custodian and Miscellaneous Services

GENERAL PURPOSE: Keeping (All Buildings) Sanctuary, Fellowship Hall, Classroom & Nursery Wings and bathrooms, Family Life Center Classrooms and Bathrooms (upstairs and downstairs), in a clean and orderly condition, such as the facilities are attractive for all church services and functions. Perform heavy cleaning duties, such as cleaning floors and toilets, doors and glass surfaces, collecting and removing trash. When shampooing carpet or pest control is needed, contacting the Building and Grounds Committee Chairperson. If there are any questions or a need of repairs, please notify the Building and Grounds Committee Chairperson or if available, Church Staff.

ESSENTIAL DUTIES & RESPONSIBILITIES: The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required.

- Complete a schedule and weekly checklist. Please place a signed checklist upon completion in the designated area.
- *Weekly cleaning:* Please indicate which day(s) the buildings will be cleaned weekly. If able, please clean during the daytime and at the same time and day weekly.

Cleaning Tasks	Location (if applicable)	Weekly	Monthly	Quarterly	Twice a year	Checklist (place checkmark below)
Remove litter from pews and book racks: place books in racks in an orderly manner.	Sanctuary	X				
Sweep and mop foyer as you enter church.	Sanctuary and Office areas	X				
Sweep and mop all bathroom floors and clean all exterior doors.	All Buildings	X				
Sweep, mop floors, clean exterior and interior of refrigerators & freezers.	Family Life Center — Kitchen	X				
Clean warmer and stainless-steel tables, keeping underneath items organized.	Family Life Center — Kitchen	X				
Clean sinks.	Family Life Center — Kitchen	X				
Sweep and Mop the gym floor. (Special broom and cleaner required & available)	Family Life Center— Gym.	X				

Cleaning Tasks	Location (if applicable)	Weekly	Monthly	Quarterly	Twice a year	Checklist (place checkmark below)
Clean sinks and remove trash following Sunday morning and evening church services.	All Buildings	X				
Remove all trash from trash cans, replace liners, and clean the trash cans, as needed.	All Buildings	X				
Properly sanitize and clean ALL toilets, urinals, and drinking fountains.	All Buildings	X				
Refill and supply each bathroom with paper towels, liquid soap, and toilet paper. (Cleaning supplies provided by Contractor)	All Buildings	X				
Straighten chairs and tables.	All Buildings	X				
Setup tables and chairs for various church functions. (as needed)	All Buildings					

Cleaning Tasks	Location (if applicable)	Weekly	Monthly	Quarterly	Twice a year	Checklist (place checkmark below)
Vacuum all carpeted areas.	Sanctuary, classrooms, fellowship hall, nursery wing, family life center stage, upstairs walking track and classrooms, and downstairs classrooms	X				
Shampoo floors in the Nursery Area.	Nursery Wing			X		
Maintain an inventory of toilet supplies. (Toiletries, soap, paper towels, etc.) Notify B & G Chairperson when supplies are needed.	All Buildings	X	X			
Keep cleaning closet and supplies in a clean, organized, and in a safe manner.		X				
Follow procedures for the use of chemical cleaners and power equipment, to prevent damage to floor and fixtures.		X				
Maintain operational condition of cleaning equipment. (vacuum)		X				

Cleaning Tasks	Location (if applicable)	Weekly	Monthly	Quarterly	Twice a year	Checklist (place checkmark below)
Assist (as requested) with other tasks in support of church services and functions. (i.e., funerals)		X				
Dust all pews and wood furniture. (including piano)	Sanctuary	X				
Windex and clean all mirrors, windows, and glass doors.	All Buildings	X				
Clean all 8 bathrooms. (Toilets, sinks, showers, garbage cans, floors, baseboards, etc.)	All Buildings	X				
Dust walls, window seals, window blinds, doors, door frames, baseboards, and clean air vents.	All Buildings			X		
Change air filters, as needed. Write, on filter, the date installed.	All Buildings			X		
Wash all windows.	All Buildings				X	

Cleaning Tasks	Location (if applicable)	Weekly	Monthly	Quarterly	Twice a year	Checklist (place checkmark below)
As needed, spray fumigants for pests or contact B & G Chairperson.		X				
Notify B & G Chairperson of any major or minor repairs needed for facilities.		X	X	X	X	

Sign and Date, when completed: _____

Job Qualifications for Weekly Custodian and Miscellaneous Service: Knowledge/Skill/Ability

- *Good communication and interpersonal skills; good client/customer service skills.*
- *Ability to carry out oral and written instructions.*
- *Ability to prioritize multiple tasks, working within indicated deadlines.*
- *Ability to work effectively with a team and work independently as needed to support the group effort.*
- *Basic knowledge of cleaning products and/or a willingness to learn.*
- *Knowledge of the practices of janitorial and minor maintenance of public buildings.*
- *The work requires routine walking, standing, bending, and carrying items weighing less than fifty pounds.*
- *The work requires the ability to stoop, kneel, crouch, reach, handle, feel, talk, hear voices and equipment, have near and far visual acuity, depth perception, and color vision to perform essential functions of this position.*
- *Basic knowledge of safety precautions.*
- *The minimum age is 18 and a minimum of three months previous work experience in custodial maintenance.*
- *At times, special functions and events will occur. Please indicate your willingness to accommodate such functions and events by listing a specific price for additional cleanings below.*
- **Contractor is required to provide proof of all appropriate insurances.** (i.e. liability, workers comp. etc.)

If for any reason you cannot complete the required tasks in a timely manner, please notify the Building and Grounds Chairperson for assistance.

Current Building and Grounds Chairperson: Wade Howell

Phone Number: 662-769-4880

Today's Date: ____/____/____ **Bid:** _____

Special Events Pricing (hourly): _____

Signature: _____