

Live Oak Baptist Church  
Custodial Job Description  
(Revised December 2018)

I. Job Responsibilities

a. Weekly (Church Section A)

- i. Building Maintenance
  1. Communicate building maintenance needs that have been identified using the list in conference room
- ii. Sweep and mop all hard floors
  1. Worship center and foyer
  2. Fellowship hall and kitchen
  3. Bathrooms and hallways
- iii. Vacuum all carpet
- iv. Clean all bathroom and toilets in every restroom
- v. Empty all trash as needed (trash is picked up on Tuesdays)
- vi. Wash tables and counters (kitchen, classrooms, conference room, nursery, etc.)
- vii. Ensure proper supply of materials (toilet paper, soap, hand sanitizer, tissue, etc.) in restrooms, kitchen, worship center, classrooms, etc.
- viii. Coordinate purchase of supplies and equipment with church staff
- ix. Perform regular maintenance on cleaning equipment and proper storage (bags on vacuum, cleaning supplies out of reach of children, etc.)
- x. Dust/wipe down worship center
- xi. Additional frequency will apply during VBS, revivals, etc.

b. Monthly

- i. Clean ceiling fans
- ii. Verify exits are not blocked and exit signage is working
- iii. Ensure smoke alarms are working properly
- iv. Clean inside and outside of all windows

c. Periodically

- i. Turn order into church office for cleaning materials and supplies
- ii. Provide input on cleaning supplies (vacuum, cleaners, rags, towels, etc.)
- iii. Vacuum worship center chairs
- iv. Clean back unused portion of church (Church Section B) before VBS or other events that will be utilizing that area (unused classrooms, old worship center, etc.)
- v. Wash and dust moldings and baseboards, clean light switches

II. Compensation/Hours/Vacation/Sick Leave

- a. Salary and bonus is determined and communicated by Personnel Committee
- b. Base salary is for 10 hours per week
- c. Two (2) weeks paid vacation time per year at base salary
  - i. Custodian must work with church staff to secure custodial supply personnel during time off
  - ii. Custodian must give as much notice as possible for time off requests

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- d. Sick leave will be determined by Personnel Committee

III. Additional Information

- a. Cameras are posted throughout the church for your security
- b. Current schedule:
  - i. Sunday School – 9:15 am
  - ii. Sunday Worship – 10:45 am
  - iii. Sunday Nights (when applicable) – 6:00 pm
  - iv. Wednesday Nights – 6:00 pm
  - v. Additional events
  - vi. Church Section A is Room 109 through to the Worship Center
  - vii. Church Section B is Room 110 back to the old Worship Center