Sample Job Description\*

**CUSTODIAN**

*Principal Function*: Maintain clean buildings and grounds; make minor repairs, under the supervision of the business administrator.

**Responsibilities**

1. Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows and vacuum carpets as scheduled.
2. Maintain clean restrooms; replenish tissue and towels; empty waste cans.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instruction.
5. Open and close building daily as scheduled.
6. Mow grass; trip shrubbery; maintain clean church entrance, sidewalk, and parking areas.
7. Check with church office or supervisor daily for special assignments.
8. Move furniture; set up tables and chairs for suppers, banquets, and other similar occasions; set up meting areas for regular and special activities.
9. Make minor electrical, plumbing, and equipment repairs as requested.
10. Paint walls, furniture, and equipment.
11. Perform messenger service.
12. Perform other duties as assigned by the business administrator.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*