

West Cohasset Chapel Church Custodian Position Description

United in purpose to see unbelieving people become committed followers of Christ and equipping God's people to model Christ.

Spiritual Qualifications

1. The Church Custodian shall give unquestioned evidence of having been born-again and undisputed loyalty to our church and its ministries.
2. The Church Custodian shall live a life of separation from the world, and shall demonstrate holiness unto the Lord in private and public life. His/Her attitude should be that of a disciple seeking to follow the Lord more closely with a sincere desire to grow spiritually.
3. The Church Custodian shall not be a member of a lodge or a secret fraternal organization.
4. The Church Custodian shall be a member of WCC (or shall become a member within the six-month probation period.)

Professional Conduct

1. Professional etiquette
2. Must maintain confidentiality
3. The dress code shall be professional and modest
4. Good interpersonal communication
5. Trustworthy

Responsibilities

1. The Church Custodian shall report directly to the Deacons/Deaconess Board and work closely with the Church Secretary, Church Ministry Coordinator and Pastor to ensure cleaning needs are met.
2. The Church Custodian is a part-time, hourly position (up to 6 hours/week). A scheduled time of cleaning shall take place within a 48 hour period prior to the Sunday morning worship service and Wednesday Evening Activities. All other hours may be scheduled as desired or as needed.
3. The Church Custodian shall create an atmosphere that is welcoming and comfortable for everyone by ensuring facility cleaning needs are met.
4. The Church Custodian shall provide cleaning services for special events as requested by the Church Ministry Coordinator or Deacons/Deaconesses.
5. The Church Custodian shall identify areas needing repair and bring those to the attention of the Deacon/Deaconess Board in a timely manner to insure prompt maintenance/repair.
6. The Church Custodian shall communicate with office secretary about supplies that need to be ordered and bring to the attention of the Deacon/Deaconess Board items that are over \$250.
7. Duties as deemed appropriate by the Deacon/Deaconess Board.

Skills

1. Cleaning and minor repair experience
2. Willing to seek professional growth and upgrade skill level as needed.

Weekly Duties

1. See the Zone Cleaning Schedule (attached).

Monthly Duties

1. See the Zone Cleaning Schedule (attached).

Annual Duties

1. See Deacon/Deaconess Chair.

Cleaning for West Cohasset Chapel

Home is a very important place in the Bible. It is a place of joy, a place of refuge, and a place to be built up. If God is going to provide us a home, we should treat it, in truth, as God's.

The thought process behind this type of cleaning routine is if you keep to a pattern of top to bottom, left to right, corner to corner, everything will get cleaned in a timely and thorough manner. Even so, there will be 'hot zones' that need deeper cleaning attention. This method takes care of it all!

The church can be broken up into zones so that each can be managed for different uses (and times of use). The zones are: foyer, sanctuary, all bathrooms, kitchen, all classrooms, and the upstairs general area. All zones are cleaned weekly, but each week there is one zone that gets special attention. That way, by the end of one rotation, we have completely cleaned every inch of the church.

The following outline details what must be done weekly and each week of the month in hot zones. Copies can be made for your convenience. Thank you very much for keeping our church home neat and tidy!

GENERAL WEEKLY CHECKLIST

Zone 1 Foyer

Consider the space from the kitchen to both sets of glass double doors as part of this space.

- Wipe coat racks
- Wipe glass on doors/mirrors/windows
- Nursery Entrance Area – wipe top and inside bin areas
- Dust all window ledges and surfaces such as tables, silk shrubs, trees, decorations, etc.
- Sweep, vacuum and mop after dusting is completed
- Check lights and general maintenance (Notify deacons of any damage)
- Clean and straighten chairs (when needed)

Zone 2 Sanctuary

- Wipe down sound booth
- Clean glass on windows/doors and wipe window area top to bottom
- Dust silk trees, seasonal decorations, piano area, music equipment and pulpit
- Clean and straighten chairs
- Collect communion cups, old worship folders and garbage

Zone 3 Bathrooms (Upstairs and Downstairs)

Before Wednesdays and Sundays, check and flush toilets/urinals

- Scrub/clean toilets
- Completely fill toilet paper dispensers on both sides (take off mostly used roll and place on back of toilet)
- Clean counters and sinks
- Empty garbage bins
- Restock feminine supplies in the downstairs women's bathroom
- Fill hand towel dispenser. It must have at least ¼ left on it.
- Wipe mirror, including top ridge
- Fill Dixie cup dispensers
- Fill hand soap. Be sure it is all one color.

Zone 4 Kitchen

This includes the hallway behind kitchen

- Clean refrigerator inside and out
- Clean stove (outside)
- Sweep
- Mop
- Wipe off all counters
- Sanitize water fountain and wipe down the outside

Zone 5 Classrooms, Nursery, Library and Offices

- Dust tables, desks, computers, bookcases, TV stands, equipment, chairs
- Wipe down door surround and sanitize door handles
- Vacuum
- Mop mat in secretary office
- Take out nursery garbage- in nursery bathroom and cabinet under changing table
- Take out office garbage
- Check batteries in clocks

Zone 6 Stairwell, Mailboxes, Gym and Maintenance

- Dust stairwell and mailboxes
- Vacuum stairs and gym
- Check for cobwebs
- Sanitize banisters
- Pick up toys/equipment
- Wipe down door surrounds
- Clean bugs out of light covers and dust as needed
- Set up/take down tables for events to include Wednesday Evening Activities

**Please pay attention to items that may not be included on the list and clean as necessary.

HOT ZONES: EXTRA ATTENTION CHECKLIST

First Week of the Month: Zone 1 Foyer

- Wash windows, top to bottom, including metal trim
- Remove cobwebs from the ceiling
- Wipe door surrounds—front and back entry, kitchen, bathrooms and sanctuary
- Wipe top of bulletin board
- Clean under entry mats
- Clean entry mats as needed

Second Week of the Month: Zone 2 Sanctuary

- Move all the chairs/furniture in the sanctuary and vacuum

Third Week of the Month: Zone 3 Bathrooms (upstairs and downstairs) and Zone 4 Kitchen and Connecting Area

Zone 3-

- Wipe down stall partitions
- Scrub/clean the edges of bathroom floor by hand

Zone 4-

- Shine sinks (fill with hot water and 1 cup bleach; let sit for an hour and rinse thoroughly)
- Clean faucet area and edges to remove build up
- Clean out under sink
- Wash out refrigerator
- Clean inside stove when needed
- Wipe down baseboards
- Wash down cabinets
- Wipe inside of cabinet shelving
- Clean walls by dirty dish area and dishwasher area

Fourth Week of the Month: Zone 5 Classrooms, Nursery, Library and Offices and Zone 6 Stairwell, Mailboxes, and Maintenance

Zone 5-

- Vacuum window casings
- Wipe all window ledges
- Wash windows outside (as weather permits)
- Wipe above cabinets
- Wipe baseboards
- Clean bugs out of lights as needed

Zone 6-

- Check Maintenance/Cleaning Communication Clipboard located in the maintenance room on cleaning cart (or close to it)
- Change furnace filters quarterly—check with Deacon/Deaconess board beforehand for approval
- Check emergency exit lights*
- Check AED*

*Notify Deacon/Deaconess Board of any issues found.

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