

Weekend Custodian Job Description Crossroads Christian Church 2018

The weekend custodian position is a part-time position to assist with the cleaning and organization of the high traffic areas of the church used throughout the weekend at Crossroads.

Obligations

The weekend custodian position requires 8-12 hours of work per weekend. Saturday responsibilities begin after 7 pm unless calendar permits earlier. Sunday responsibilities can be completed between 1:00 and 6:00 pm. Monday morning if available.

Saturday Responsibilities

Building Check

- Walk through entire building making sure all areas are organized, trash emptied and items in place for Sunday mornings

Bathrooms

- Clean with brush the inside of all toilets
- Wipe down toilet and toilet seats
- Replace toilet paper as needed
- Wipe down sink and counter tops
- Empty all trash in all bathrooms
- Replace paper towel rolls as needed

Kitchen

- Sanitize and wipe down all countertops
- Organize items left in the kitchen
- Empty trash and take to dumpster
- Mop the kitchen floor
- Check to make sure griddle and stove top are clean

Lobby

- Clean front doors and window glass if needed
- Clean doughnut counter
- Make sure lobby furniture is in place
- Dust mop lobby floor. Wet Mop where needed
- Clean welcome center counter tops

Children's Wing

- Check all trash cans. Empty where needed
- Clean all door handles
- Make sure all rugs are vacuumed
- Make sure all rooms and in order for Sunday morning

Breeze Way

- Vacuum carpet between Lobby and Worship Center
- Vacuum down Nursery Hallway if needed

Worship Center

- Replace doodle pads, connection cards, pens and giving envelopes in all pew slots.
- Pick up any trash or items out of place to be ready for Sunday morning

Grounds

- Check all entrances for debris, leaves and trash

Sunday Responsibilities

- Repeat all of the above tasks from Saturday

Worship Center

- Throw away coffee cups, leftover bulletins, and miscellaneous trash.

Community Room

- Set up tables and chairs in large “U” in the Community room with chairs on both sides for Sunday night kids

Additional Responsibilities

- Dust New Lobby floor and MPR floor. Wet mop if necessary
- Wet mop new lobby and MPR floor (monthly)
- Clean tables, countertops and vacuum floor in conference room
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***Additional list of items may be left by the full time Janitor for additional hours if needed*

Church Obligations

- Hourly rate is reflective of experience as well as other positions in the area. To be determined by church leadership.
- Hourly rate will be paid bi-monthly.
- Health insurance **will not** be provided.
- Unemployment insurance **will not** be provided.
- The weekend janitor reports directly to the Lead Minister.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____