

**CHURCH CUSTODIAN**  
**Pullen Memorial Baptist Church**

**Function**

To keep the church owned buildings/facilities and grounds clean and orderly; perform basic preventative maintenance and repairs; provide furniture set-up and break-down to make events possible; securing the building; and maintaining cleaning and maintenance supplies.

**Duties and Responsibilities**

- Set-up and clean-up for church activities, including, but not limited to Sunday morning and Wednesday night activities, funerals, weddings and other scheduled functions and events.
- Clean offices and meeting and worship spaces according to daily, weekly and monthly schedules this includes vacuuming, sweeping, washing windows and doors, and dusting.
- Clean restrooms and restock supplies daily.
- Clean kitchen area and restock supplies.
- Empty wastebaskets daily and recycling as needed. Place in appropriate outside trash containers.
- Perform routine maintenance and basic repairs.
- Report safety and repair issues to the Church Administrator.
- Maintain the grounds and the outside of the building ensuring that all entrances and grounds are free of debris/litter.
- Follow established safety procedures.
- Perform special cleaning projects including carpet cleaning, buffing floors, and others as assigned.
- Other tasks as assigned.

**Relationships**

- Is directly supervised by the Church Administrator
- Works cooperatively with all staff

**Qualifications**

- High School diploma or GED
- Able to lift 50 pounds
- Able to use cleaning and maintenance materials and equipment
- 2 years of experience in custodial or related services
- High level of attention to detail
- Able to work with a variable work schedule, depending on the season and events
- Demonstrated ability to work cooperatively
- History of job commitment

**Selection:** Persons in authorized non-elected positions shall be employed by the Personnel Committee upon recommendation of the pastor after consultation with the relevant supervisor.

5.11.2021      Revised  
10.24.2022    Removed Facility Manager