

Duties of Custodian

Cleaning:

- 1. Vacuuming**
 - a. Sanctuary**
 - Pews
 - Carpet
 - b. Friendship Room**
 - c. Elevator**
 - d. Balcony**
 - e. Library**
 - f. Offices**
 - g. Basement**
 - h. Classrooms**
 - i. Outside Carpeted Steps**
- 2. Dusting:**
 - a.—h. Above**
 - i. Stained Glass**
- 3. Hard Surface Floor Care (Washing/Mopping/Polishing)**
 - a. Kitchen**
 - b. Stairs**
 - c. Restrooms**
 - d. Glass Doors/Windows**
 - Interior/Exterior
 - e. Elevator Doors**
 - f. Water Fountains**

Maintenance:

- 1. Collect Trash/Recycling**
- 2. Plant/Flower Care**
- 3. Baptismal Fount Care**
- 4. Eternal Candle Care**
- 5. Clearing/Cleaning Outside Ashtray**
- 6. Up-dating Exterior Sign**

Set up/Tear Down:

- 1. Unlocks/Locks Church Doors**
- 2. Regulate Settings**
 - Heating
 - Cooling
 - Humidifying/Dehumidifying
 - Bells/Chimes
- 3. Control Light Settings**
 - Parking Lot

4. Tables/Chair Settings

- Sunday School
- Evening Services
- Bible School
- Special Meetings
- Funeral Services
- Weddings

Exterior Maintenance:

1. Sidewalks

- Sweeping
- Snow Removal

2. Lawn/Shrubbery Care

- Mowing
- Raking
- Trimming
- Burning/Dumping

Advisory (Through Head of Staff Pastor to Property & Management) :

- 1. Orders Supplies**
- 3. Recommends Long-Term Maintenance/Cleaning Needs**
- 4. Calls for Contracted Snow Removal**
- 5. Maintains schedule for Loaning Church Tables, Chairs, Etc.**

How To/What To:

Set up 4-6 Tables Monday am for Quilters/Fold up Chairs/Take down Tuesday pm Tables/Re-set chairs

Sunday School Opening

Wednesday Evening Services

Collect Trash/Recycling—Kitchen, Offices, Sanctuary Balcony, Friendship Room, 4 Classrooms, Library

Sunday Unlock/Lock:

- Outside Doors
- 2 Balcony
- 1 Office

Set Timers for Lights Parking Lot