

First Baptist Church
Keller, Texas

Part-time Custodian

Job Description

Supervisor: Building Supervisor/Church Business Administrator

Function: The custodian is responsible to the Building Supervisor, Church Business Administrator, and the church to assist in providing a safe, clean, and efficient facility for the membership of First Baptist Church of Keller.

General Requirements: The custodian should have the skills and abilities necessary for adequate cleaning and set-up of rooms. The custodian should have a general knowledge of the equipment required for cleaning and sanitizing the facilities. The custodian should be able to work cooperatively with the staff, membership, and visitors of First Baptist Church. While performing the duties of this job, the custodian is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. This is a part-time position (30 hours weekly) with the possibility of becoming full-time.

Specific Responsibilities: Set-up of rooms as required by programming (includes tables, chairs, etc.); empty trash as needed; vacuum, sweep, and mop as needed; secure doors and activate alarm system as required; disarm alarm system as required; be available to assist the membership of the church as needed (i.e. open locked doors, carry equipment, move furniture, etc.); responsible for the care and cleaning of equipment as needed; light maintenance of "handy-man" variety may be required.

Other Responsibilities:

Enforce and Maintain all policies and procedures of the church.

Be a contributing member of the staff by fostering cooperation, teamwork, respect, trust and dependability within the church staff.

Be a contributing member of the staff by faithfully radiating energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord's work at First Baptist Church Keller.

Be a contributing member of the church, endorsing and supporting the Church's Purpose statement, the Church's Constitution and Bylaws, and the Statement of Faith as it appears in the church constitution.

Other duties as assigned by the Building Supervisor or Church Business Administrator.