

**MACEDONIA BAPTIST CHURCH**  
MYRTLE, MISSISSIPPI  
January, 2010

Job Description  
**Custodian/Maintenance Person**

**Custodian/Maintenance** - Whenever a vacancy occurs in the Custodian/Maintenance position, interested parties shall submit a bid to the Personnel Committee, including their name and the monthly salary required to do the required work. The Committee will share the job description with the applicant at the time of inquiry. The Personnel Committee will consider each applicant. The recommended applicant will be submitted to the church for approval.

**ACCOUNTABILITY:**

1. The Supervisor will direct the work of the custodian/maintenance employee. Any questions or concerns about the work will be expressed in writing to the Supervisor. They will work with the employee in dealing with the concerns.
2. If the employee has any difficulties or complaints concerning the work, he will report in writing these to the Supervisor. The Supervisor will seek to resolve the issues in a fair, Christ-honoring method.
3. When new equipment is needed (i.e. vacuum cleaners, etc.), the employee will report in writing the matter to the Supervisor. It will be the Supervisor's responsibility to authorize the purchase of needed equipment or to bring the matter to the church for its approval.
4. The employee will report to the Supervisor in writing any maintenance needs beyond the employee's expertise. It will be the Supervisor's responsibility to secure someone for needed repairs, maintenance, etc.

**DUTIES/RESPONSIBILITIES:**

1. All restrooms shall be checked after AM, PM, and Wednesday services.
2. Restrooms shall be cleaned, mopped, and sanitized weekly.
3. All garbage cans shall be emptied weekly. Food garbage shall be removed after church wide meals. (Sunday School classes; youth groups; groups having fellowships, baby or bridal showers, etc. shall remove their own garbage after the fellowship.)
4. The Family Life Center and gym shall be swept weekly and mopped as needed.
5. The sanctuary, hallways, sound rooms, and all classrooms shall be vacuumed each week.
6. Foyers shall be swept and mopped or vacuumed weekly.
7. Walkways and porches shall be swept weekly.
8. Glass doors shall be cleaned weekly.

9. Old bulletins, etc. shall be removed from hymnal racks and foyers after AM, PM, and Wednesday services and hymn books straightened. (During revivals, this shall be done after each service.)
10. Furniture in the foyers shall be dusted weekly. Pulpit furniture shall also be dusted weekly. Pews shall be dusted every two weeks.
11. Chairs and tables in classrooms shall be dusted every two weeks. Nursery toys and equipment shall be sanitized weekly.
12. Windows shall be cleaned regularly (biannual indoor and outdoor cleaning), with blinds dusted once a month and replaced as necessary.
13. Toilet paper, paper towels, and soap shall be kept in each restroom. The restrooms shall be checked after each service to be sure that these items are plentiful for the next service.
14. The employee shall turn on/off all lights, unlock all doors, turn on/off A/C, heat, etc. before and after each service (Exception: the A/C or heat should be left on all day on Sunday). If a meeting is held after service, the employee will turn off lights, lock doors, etc. in the areas not affected by the meeting. The person leading the meeting shall take care of turning off lights, locking doors, and turning off A/C or heat in the area where the meeting is held.
15. The A/C and heat filter shall be changed every 3 months.
16. Light bulbs shall be replaced as needed.
17. All equipment and supplies must remain on church property.
18. The employee shall verify cleanliness and order of the church facilities prior to special events. The Supervisor will notify the employee of these events.
19. The church sewage treatment plant will be checked for chlorine each month.
20. The employee shall perform all church maintenance, plumbing, electrical, etc., unless the problem is beyond the employee's experience or does not have the proper equipment.
21. Follow the established checklist for normal cleanup, maintenance and other duties. Do it or see that it is done. All changes made to the checklist must be approved by the Supervisor.
22. The Supervisor shall purchase all cleaning and maintenance supplies. It is more economical to purchase these items in bulk.
23. An adequate supply of paper towels, toilet paper, light bulbs, etc. shall be maintained.

**MACEDONIA BAPTIST CHURCH**  
MYRTLE, MISSISSIPPI  
January, 2010

**Custodian/Maintenance Person**

The Macedonia Baptist Church Personnel Committee solicits bids for the position of Church Custodian/Maintenance Person for a one (1) year period September 1, 2010 through August 31, 2011 Sealed bids must be submitted to the church office by the close of day on Sunday August 29<sup>th</sup> 2010.

Bids will be opened and reviewed by committee members. There will then be a drawing from the qualified bids to select the custodian for that year.

In the event that the duties of Church Custodian/Maintenance Person are not being performed satisfactorily, the Personnel Committee reserves the right to review and follow-up.

I \_\_\_\_\_, with a clear understanding of the attached responsibilities and duties, do hereby offer to carry out the following responsibilities for:

\$800.00 per month for one (1) years

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

\*\*You may keep the attached sheets of duties and responsibilities for your own records and benefit if you so desire.