



Job Title: Custodian
Reports To: Director of Facility & Grounds

Vision Statement : Antioch Missionary Baptist church is a christ centered, biblically based, spiritually led church that meets the needs of the total person. By exalting the Savior, evangelizing the sinner, equipping the saved, edifying the saints, and encouraging every soul through administrative excellence by the power of the holy spirit in Christ Jesus our Lord.

The custodian performs custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms.

Required Skills and Qualifications

- Self-Motivated with the ability to work independently and initiate action
- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.
- High school diploma or equivalent

Major Responsibilities & Duties:

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels; for positions within on-campus residence halls, responsible for reporting concerns related to on-campus residents.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs miscellaneous job-related duties as assigned

Building/ Maintenance

- Oversee all operations and repairs of equipment in electrical, plumbing, HVAC and sewer services
- Plan and implement recurring periodic painting schedule of interior, exterior, woodwork and walls and other areas
- Create and maintain schedule for preventative maintenance for all equipment and facilities
- Oversee fire, safety, and security equipment, and work with fire, police and other public officials regarding church property matters
- Schedule periodic service of fire extinguishers and safety equipment

Grounds

- Strategically develop and manage a system that provides a well maintained and clean environment for our regular attenders, guests, and staff; both within our facilities and outside grounds
- Oversee and schedule cleaning/snow removal on all walks, curbs, drives, lots regularly and as necessary
- Schedule and coordinate fertilizing, spraying, seeding, mulching, planting to enhance beauty of grounds, Be knowledgeable on the use of herbicides and fertilizer chemicals
- Maintain individual files, records and inventory on equipment, tools, purchases and repairs
- Schedule and direct any pest control program as necessary

Housekeeping

- Develop and implement comprehensive maintenance schedule for non-equipment and house-cleaning items: painting, deep cleaning, etc.
- Oversee plan and implementation of a recurring periodic cleaning schedule, including interior and exterior of windows, walls, woodwork, carpets and tile flooring
- Train employees to notice details for cleaning

Qualities of an effective Facility and Grounds Director :

- Keep informed of the church calendar and schedule proper setups for each occasion, and coordinate both maintenance and housekeeping work is planned accordingly
- Provide facilities support to CAO and Trustees. This should include regularly scheduled meetings to determine needs and future growth
- Provide progress and completed work assignment updates to the CAO
- Successful service on our mission, vision and church goals; special projects as needed/ assigned.

This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Salary: \$18,000