



Updated - February 24, 2026  
Approved by Personnel Comm. -

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## Custodian Job Description

### **POSITION:**

Custodian

### **FUNCTION:**

The custodian is responsible for the general cleaning and appearance of all church buildings, floors, ceilings, and furnishings. The custodian is also responsible for assisting the church staff in arranging, moving, storing, and setting up of church furnishings for various functions.

### **RELATIONSHIPS:**

The custodian reports to the pastor/associate pastor (or any staff member designated by them), Personnel Committee, and to the church membership, as appropriate, and is expected to work in cooperation with all other church committees as necessary.

### **QUALIFICATIONS:**

**The following are considered minimum qualifications:**

#### **Education**

Candidates should have successfully completed enough formal education to read, write, and communicate with accuracy and demonstrate an ability to perform the duties and responsibilities as described above.

#### **Experience**

Janitorial/custodian work experience is desired.

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## **Physical Demands**

**The percentage range listed below is used to quantify the physical demands of the job:**

0% Never; 1-33% Occasional; 34-66% Frequent; 67-100% Continuous

The job requires a full range of body motion that includes:

Standing/Walking — Continuous

Bending/Stooping — Continuous

Lifting/Handling — Continuous

Climbing — Occasional

Carrying — Frequent

Push/Pull — Occasional

Balancing — Occasional

Twisting/Turning — Continuous

Kneeling/Crouching — Frequent

Reaching — Frequent

Handling/Manual Dexterity/Feeling — Continuous

Speaking/Hearing — Continuous

Tasting / Smelling — Occasional

Seeing (all aspects) — Continuous

Environmental exposure — Occasional

## **DUTIES AND RESPONSIBILITIES:**

The following represent the duties and responsibilities of the position and should be performed as necessary. These duties and responsibilities may be altered, amended, and/or supplemented by verbal or written instructions from the pastor/associate pastor or another staff member that may be designated by them.

### **Cleaning (General)**

- Provide basic housekeeping and janitorial cleaning for all church facility spaces.
- Clean and maintain an acceptable appearance for the furnishings and floor coverings in the sanctuary and all other facility areas.
- Clean the church office areas, including dusting.

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- Clean the church restrooms and toilet fixtures.
  - Clean all of the rooms of the church nursery complex.
  - Dust mop/sweep/vacuum and wet mop the church hallways and tiled floors on a regular basis. This should be done at least weekly but as often as necessary to maintain an acceptable appearance. These floors should also be stripped and waxed as often as necessary to maintain an acceptable appearance. The schedule for stripping and waxing should be coordinated with the pastor/associate pastor to avoid peak facility usage periods.
  - Sweep and clean internal and external concrete surface areas (includes sidewalks, steps, and landings) on a regular basis.
  - Clean the baptistry following each baptismal service.
  - Clean all stairwells and landings on a regular basis.
  - Provide periodic cleaning of storage closets, maintenance rooms, and related areas at least every six months.
  - Wash and/or clean windows, blinds, marker boards, desks, and chairs as needed. Note: All marker boards shall be inspected and cleaned as necessary prior to all Wednesday night and Sunday morning services.
  - Clean and mop the church kitchen floor and mats as directed.
  - Empty the garbage from the church kitchen and install garbage can liners in kitchen waste containers as needed.
  - Inspect the Prayer Chapel weekly.

### **Cleaning (Specific)**

- Stay abreast of the church calendar to enable the church facilities to be prepared or cleaned as needed to support the various uses.
- Sweep, mop, empty trash cans and replace liners, clean and disinfect toilets/urinals and sinks each Monday and Thursday.
- Check restroom toilet paper, paper towels, and soap dispensers daily, Monday — Thursday, to make sure they are full.
- Check restrooms prior to Sunday morning services following special weekend activities (i.e. weddings or family reunions).
- Dust mop the gym court each Thursday.
- Clean the gym court using the floor cleaning machine once a month.
- Dust mop the walking track each Thursday.

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- Clean the walking track with the floor cleaning machine once a month.
  - Clean floors (i.e., sweep, mop, and/or vacuum), straighten up, and empty all trash cans in the educational rooms, upstairs and downstairs, each week.
  - Vacuum and/or sweep the staff offices each week.
  - Empty staff office trash cans daily, Monday - Thursday.
  - Dust and spot clean staff offices every day.
  - Mop, dust, clean countertops in the break/copy room daily.
  - Clean the Pastor's private restroom daily, Monday — Thursday, and replenish toilet paper, paper towels, and soap dispenser as needed.
  - Sweep and mop stairways each week.
  - Set up the Fellowship Hall table and chairs each Tuesday for Wednesday night meals.
  - Sweep, mop, empty trash, and generally straighten up the Fellowship Hall each Thursday morning following Wednesday night meals.
  - Vacuum the workout rooms each Monday.
  - Clean and disinfect the workout equipment in both workout rooms each Monday.
  - Check the grounds around the outside of the entire facility and pick up trash as needed. Pay particular attention to the overall appearance and cleanliness of entrance doors and surrounding area.
  - Inspect all facility spaces and clean/straighten as necessary following special programs or events. (i.e. VBS, Family Fall Festival, revival services, weddings, funerals, etc.)
  - Vacuum, dust, pick up trash and replace used, worn, or missing "pew stuffer" material in the sanctuary each Monday and Thursday and on other days following a funeral or other special services.
  - Check restroom toilet paper, paper towels, and soap dispensers each Tuesday and Thursday to make sure they are full. Special attention should be given to restrooms prior to Sunday morning services following special weekend activities.
  - Clean and disinfect restrooms each Monday and Thursday.
  - Dust mop, sweep / vacuum, and wet mop the church hallways each Tuesday at a minimum, but as often as necessary to maintain an acceptable appearance.
  - Clean the hallways with the floor cleaner once a month.
  - Dust furniture and wall hangings in hallways each week.

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- Thoroughly clean, disinfect, straighten up, and empty trash cans (including the disposable diaper can) in the nursery complex each Monday and Thursday at a minimum and on other days following the use of the nursery.
  - Inspect the kitchen each Monday and Thursday and any day following its use. Clean as needed.
  - Inspect the Prayer Chapel weekly and clean as needed. At a minimum, the floor shall be swept and mopped and all furnishings dusted each week.

### **CUSTODIAL MAINTENANCE**

- Maintain an appropriate inventory of church cleaning supplies, cleaning equipment, and devices using prescribed purchasing procedures. All requests for purchases of \$100.00 or more must be submitted to the pastor/associate pastor for approval prior to purchase.
- Report any equipment and/or physical plant repairs that are needed to the pastor/associate pastor.

### **FACILITY SUPPORT**

- The church and staff offices shall be vacuumed, dusted, and trash emptied by 8:00 a.m. on designated days.
- Replace damaged ceiling tiles in all internal building spaces.
- Prepare the baptistry for baptismal services as instructed.
- Assist the church staff with the moving and/or set-up of furniture, tables, chairs, and other furnishings and/or equipment as needed for Sunday School, Discipleship Groups, Sunday Worship services, and other events.
- Ensure the general readiness of the church facility for all various services.

### **CUSTOMER SERVICE**

- Greet church members, visitors, employees, and peers with a pleasant, professional disposition.
- Escort visitors to various offices and facilities of the church.
- Handle member questions and problems in a timely and courteous manner.
- Relay messages of church members, visitors, employees, and peers to the pastor and/or other appropriate church staff in an accurate and timely fashion.
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## **PROFESSIONAL/PERSONAL DEVELOPMENT**

- Participate in church-sponsored or endorsed professional/personal development activities as requested.
- Attend professional development courses, seminars, and workshops as available to enhance the quality of custodial support provided to the church.
- Maintain a current inventory list of housekeeping supplies.
- Maintain a neat, professional environment, including all supply and storage closets.
- Promote West Heights Baptist Church and the ministry of Jesus Christ through moral, ethical, and professional practices.
- Participate in staff meetings as required. These include but are not limited to an all-hands devotional, prayer, and informational staff meeting held in the church office every Monday morning commencing at 9:00 a.m.

## **DUTY DAYS**

For the purpose of carrying out the duties and responsibilities set forth in this job description, the custodian's workweek shall consist of four duty days. The duty days shall be Monday through Thursday unless alternate days are authorized by the pastor/associate pastor or Personnel Committee.

## **DUTY HOURS**

The current normal duty hours for the custodian are 7:00 a.m. — 4:00 p.m. with a lunch break from 12:00 p.m. — 1:00 p.m. This schedule may be changed at any time by the pastor/associate pastor or Personnel Committee for the benefit of the church.

## **VACATION AND OTHER TIME OFF**

- All vacation, holidays, funeral leave, sick leave, personal time, non-paid absences, etc., are regulated by the current non-ministerial staff procedures of the West Heights Baptist Church Employee Handbook and are administered at the discretion of the pastor/associate pastor and/or Personnel Committee.
- Except for funeral or unplanned sick leave, individual absences of at least 1 full day shall require approval by the pastor/associate pastor or Personnel Committee and shall require 7 days of advanced notice.

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- Except for funeral or unplanned sick leave, all individual absences of 2 or more full days within the same workweek shall require approval by the pastor/associate pastor or Personnel Committee and shall require 30 days advanced notice.
  - No requests for approved absence in excess of 1 full day, individual or simultaneous, except for funeral leave or unplanned sick leave, will normally be granted during peak workload periods (i.e. VBS, revival meetings, etc.).
  - It should be further noted that frequent and/or excessive non-scheduled absences of any length of time may result in termination.

### **LOCATION**

The Custodian shall work out of West Heights Baptist Church office and custodian storage areas.