

**Ellettsville Christian Church**  
**Custodial Job Description**  
**7/21/24**

**Summary:** The purpose of the custodial position is help ECC in its mission by working to maintain a clean and welcoming environment. The custodial position is a task-oriented position focused on regular cleaning of the ECC facilities. The custodian has flexibility with timing of identified tasks, though in general there should be cleaning toward the beginning of the week with spot cleaning toward the end prior to Sunday services they remain flexible to clean areas as needed. Attention to detail in completion of all tasks is vital to the fulfillment of all requirements of the position.

**Reports to Sr. Minister**

**Up to 22 hours per week**

**Once Weekly Tasks:**

- Vacuum or mop all flooring surfaces.
- Appropriately clean all restrooms- (Sinks, Mirrors, Toilets. Restock paper products as needed.)
- Clean all windowed door surfaces.
- Clean both kitchens - Dishes, Countertops, Sweep, Mop, Restock paper products.
- Appropriately clean all Tabletop's, Chalk or White Boards, in classrooms.
- Wash Kitchen and Youth Room Kitchen Laundry
- Pick Up Cups and Bulletins from Auditorium
- Touch-up Main Foyer near the end of week.
- Clean Communion Prep Room (Trash, Sink, Countertop)
- Sweep Sound Booth, Trash, Dust
- Check/change accessible light bulbs, notify facility director inaccessible that need changing.
- Inventory cleaning supplies (paper towels, toilet paper etc) and submit order to office manager as needed.
- Inventory Kitchen supplies and submit order of needed items to office manager.
- Check calendar for upcoming events or activities that impact facility use.
- Spot clean after weekday or weekend events as needed.
- Other duties as requested.

**Twice Weekly Tasks**

- Clean Water Fountains
- Sweep Main Foyer
- Check and remove trash.

**Monthly**

- Dust/clean vertical surfaces

**As Needed**

- Adjust schedule to clean/prepare applicable spaces to be used for scheduled events.
- Prepare and arrange for recycling materials for recycling center.
- Help with chair/table set-up for special events, funeral meals, etc.
- Arrange auditorium seating for various events.
- Other cleaning as requested.

**As Needed (with approval of supervisor)**

- Touch up painting.
- Carpet cleaning (spot cleaning or whole area)

**Qualifications:**

- Prior custodial or janitorial experience helpful
- Ability to work independently and as part of a team.
- Strong attention to detail.
- Good communication skills.
- The physical strength and mobility to complete the givens tasks..
- Flexibility to work Saturdays and evenings as needed.