

G. Custodian Job Description
Plymouth Congregational Church

The position of custodian at Plymouth Congregational Church requires between 20 and 24 hours per week. The custodian is responsible for seeing that the Church building is maintained. PCC will furnish all supplies. Custodian shall notify the church staff of any maintenance needs that might require servicing or repair. The following is a list of custodian duties. This list is not inclusive, but does give an idea of responsibilities.

Custodial Duties:

Daily

- Empty all trash cans.
- Check paper towels and toilet paper in restrooms and replace as needed.
- Store extra roll of TP on back of each toilet.
- Clean mirrors in all washrooms.
- Flush toilets and clean with disinfectant.
- Clean East glass doors and the floor between doors.
- Clean fireside room, narthex and hall daily.
- Clean Kid's areas:
 - Kid's bathroom--wash toilets well with disinfectant and bleach.
 - Mop Kid's floors and scrub with VERY HOT water.
 - Vacuum rugs. Trash out. Clean Mirrors.
- Police the grounds.

Monday

- Vacuum north wing, including Sunday School rooms (September through May).
- Scrub kitchen floor and garbage cans.
- Spot-vacuum fellowship hall and sanctuary.

Thursday

- Vacuum sanctuary.
- Clean glass doors to sanctuary.

Friday

- Prepare sanctuary for Sunday Worship.
- Sweep inside and outside of front doors, as well as glass doors in back.
- Police outside grounds for trash.
- Dust floor in choir loft--all wood areas.
- Dust around pews, chairs, piano and organ. -

Weekly

- Clean all rooms in north end (Sept. thru May).
- Clean and dust all offices once a week.
- Blackboards washed.
- Clean glass between fellowship hall and sanctuary.
- Maintain Supplies.

Quarterly:

- Clean doors in fellowship hall.
- Clean all windows inside and out.
- Clean stained glass doors.
- Clean pews and pew cushions.
- Clean windows in education wing.

Change furnace filters:

- Change filters in #1 furnace once every two weeks.
- Change filters in north furnaces once every 6 months.
- Change filters in other basement furnaces every 3 months (if needed; otherwise, every 6 months.)

Event set-up and clean-up:

- 2nd Thursday of each month (September through June): First Name Club meets at noon in fellowship hall. Set up round tables (usually 6-7) and chairs (7 per table). Ask Karin for number of people signed up to come.
- Other events as they occur.

Misc.

- Call Hawthorne Supply when running low on towels, garbage bags, etc.... They will deliver. Towels have numbers, garbage bags also have numbers to use when calling in orders.
- Call Sutherlands when light bulb supply is running low.