

FIRST BAPTIST CHURCH OF KILLEEN
CHURCH CUSTODIAN (Full-Time)
Job Description

PURPOSE: The custodian shall:

1. Maintain the cleanliness of the church building
2. Provide general custodial services
3. Open the building for services/meetings
4. Prepare the building and individual rooms for weekly services

SUMMARY OF DUTIES: The Custodian is responsible for the appearance, cleanliness, and maintenance of buildings and grounds at First Baptist Church, Killeen, TX.

REQUIRED QUALIFICATIONS: The successful candidate shall:

1. Possess a high school diploma or hold a general education degree (GED) certificate and general custodial experience.
2. Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
3. Have the ability to deal with problems involving several concrete variables in standardized situations.
4. Be conscientious and able to work independently (unsupervised).
5. Be familiar with custodial equipment (e.g. ladders, floor buffers, carpet cleaners, etc.).
6. Have strong customer service skills and the ability to get along with others.
7. Be in good physical health.
8. Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
9. Conduct and present yourself in a manner fitting a church staff member.
10. Perform cleaning and maintenance duties throughout the church each week.
11. Be flexible in availability to accommodate the schedule of church activities.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Personnel Committee and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Keep the church facility clean, attractive, and well-maintained, inside and out, ensuring that it is presentable at time of use.
2. Prepare the sanctuary and other rooms for worship services and church events.
3. Assist with inventory control and security.
4. Follow instructions regarding use of chemicals and supplies.
5. Move furniture, equipment, supplies, and tools as needed.

SPECIAL CONDITIONS: The benefits, holidays, vacation and office hours shall be in accordance with the Personnel Policies. This position reports to and is supervised by the Minister of Administration and Education and employment follows the Church Personnel Policy and the FBC Personnel Handbook.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved in church conference:

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Job Description

1. Ability to work effectively in an office environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.
4. Driving/travel requirements for this position may require moderate to frequent driving; therefore, a valid driver license is required.

Approved in church conference: