

CUSTODIAN

▶<---SUMMARY

This position is set up to provide light and heavy cleaning of the church, offices and school properties. The duties of the position will be carried out as outlined in the position description.

▶<---HOURS OF EMPLOYMENT

8:00 Am to 4.30 Pm

- ▶ 1--Full time permanent.
- ▶ 2--Five days a week.
- ▶ 3--Fifteen minute break in the morning.
- ▶ 4--Half hour for lunch.
- ▶ 5--Fifteen minute break in the afternoon.

▶<---VACATION BENEFITS

- ▶ A--One week after a one (1) year service.
- ▶ B--Two weeks after two (2) years service
- ▶ C--Paid holidays which occur during the employees requested vacation are not to be considered as part of their vacation.
- ▶ D--Vacation days are not to be accumulated from one year to the next.
- ▶ E--Employee will not receive additional pay for vacation not taken during the year.
- ▶ F--Vacations may be used in one (1) day increments.
- ▶ G--Vacation days may be used in cases of emergency. If vacation days have been used, appropriate amounts will be deducted from the salary.
- ▶ H--Overtime will be paid for hours worked in excess of forty (40) hours. Overtime must be approved by the president of the council, or his designate.

▶<---HOLIDAYS

The following holidays shall be observed.

- ▶ 1--New years Day.
- ▶ 2--Easter Monday.
- ▶ 3--Memorial Day.
- ▶ 4--Fourth of July.
- ▶ 5--Labor Day.
- ▶ 6--Thanks Giving.
- ▶ 7--Christmas day.

- ▶ A--Should the holiday fall on Sunday, the following Monday will be observed.
- ▶ B--Holidays will be paid, After the probationary period.

- ▶ M---Spot clean rugs in all buildings.
- ▶ N---Vacuum carpets in church and offices as scheduled or requested.
- ▶ O---Vacuum carpets in other buildings as scheduled or requested.
- ▶ P---Clean and sanitize all bathrooms. Replace toilet paper, soap, hand towels and deodorizer cubes in all bathrooms as or when need or requested.
- ▶ Q---Clean the P.A.C.T bathroom and library 9 O'clock sharp every Tuesday morning. must be out of room by 9:30 am.

- ▶ R---Remove all trash in the buildings on trash day.
- ▶ S---Set up and or remove tables and chairs in dining area and auditorium for various church activities or suppers. Additional help will be provided.
- ▶ T---Strip, seal, wax and buff the kitchen area as scheduled or requested. See floor maintenance instruction (-A-) (-B-) (-C-)
- ▶ U---Wet mop with mild detergent, spray clean and buff kitchen area as scheduled or requested. See floor maintenance instruction (--D--)
- ▶ V---Clean the kitchen area after each time it is used for suppers. This would include thorough cleaning of the stoves, sinks, rugs, refrigerator surfaces, table tops etc.
- ▶ W---Spray bug killing materials as scheduled or when necessary.
- ▶ X---Wash the furniture in the church office and pastors study including the bookshelf glass as scheduled or requested.
- ▶ Y---Keep the Property chairman advised of things that may need attention or cleaning materials that may be needed.
- ▶ Z--Perform other related custodial duties as and when required.

CLEANING REQUIREMENTS

- Clean 2 bathrooms near friendship hall on first floor
- Clean 2 bathrooms on 3rd floor
- Clean 1 bathroom near office
- Clean Church and School building
- Clean Offices and Quiet room
- 1---Clean each stool inside and out using bowl brush and 1/2 cup sanitizing liquid in each bowl once each week.
- 2---Spray urinal in mens room with sanitizing liquid and scrub with bowl brush then flush once each week. Place urinal block in same
- 3---Clean all sinks with comet or other cleaners once a week.
- 4---Clean mirrors with windex once a week.
- 5---Replace toilet paper in each stall when roll becomes reasonably small and place small roll on top of new roll.
- 6---Replace hand towel, paper as needed.
- 7---Check and replace hand soap in dispensers as needed each week.
- 8---Replace hang up deodorizer cubes and large bars as needed.
- 9---Spray bath rooms with Lysol deodorizer.
- 10---Mop the floors with spic and span every other week or as needed.
- 11---Vacuum the Church, offices and quiet room rugs once a week
- 12---Wipe the pews every other week
- 13---Dust all window sills once a week
- 14---Wipe any hand marks found on walls and painted surfaces
- 15---Clean spots from rugs as needed
- 16---Remove trash from both buildings on Tuesdays and Thursdays
- 17---Vacuum rugs on the 4th and 3rd floors as needed
- 18---Sanitize bathrooms on each week using spray or liquid.
- 19---Dust all furniture on 3rd and 4th floors every other week
- 20---Wash the glass cases in the pastors office 2 time a year
- 21---Use ones own initiative in the cleaning of the buildings.

POSITION DESCRIPTION

▶◀-----SUMMARY

To provide custodial services to the church, school and offices. The duties will require dusting and cleaning office furniture and equipment, stripping, sealing, waxing, buffing and periodic scrubbing, waxing and buffing of all tiled floors in all buildings as well as vacuuming all rugs in all buildings. Use of ones own initiative is required in the performance of many of these duties.

▶◀-----DUTIES--CUSTODIAL

- ▶ A---Strip, seal, wax and buff the second floor P.A.C.T area as scheduled or requested. See floor maintenance instruction (-A-). (--B--) (--C--) Dust and wash the window sills in the area.
- ▶ B---Wet mop with mild detergent, spray clean and buff second floor P.A.C.T. area as scheduled or requested. See floor maintenance instruction (--D--)
- ▶ C---Strip, seal, wax and buff the third floor scout area as scheduled or requested. See floor maintenance instruction (-A-). (--B--) (--C--) Dust and wash the window sills in the area.
- ▶ D---Wet mop with mild detergent, spray clean and buff third floor scout. area as scheduled or requested. See floor maintenance instruction (--D--)
- ▶ E---Strip, seal, wax and buff the first floor auditorium area as scheduled or requested. See floor maintenance instruction (-A-). (--B--) (--C--)
- ▶ F---Wet mop with mild detergent, spray clean and buff first floor auditorium. area as scheduled or requested. See floor maintenance instruction (--D--)
- ▶ G---Strip, seal, wax and buff the choir room as scheduled or requested See floor maintenance instruction (-A-) (--B--) (-C-)
- ▶ H---Wet mop with mild detergent, spray clean and buff choir room. Wash window sills and chairs as scheduled or requested. See floor maintenance instruction (--D--)
- ▶ I---Strip, seal, wax and buff the first floor dining hall area as scheduled or requested. See floor maintenance instruction (-A-). (--B--) (--C--).
- ▶ J---Wet mop with mild detergent, spray clean and buff first floor dining hall area especially after being used for suppers or other eating activities as scheduled or requested. See floor maintenance instruction (--D--)
- ▶ K---Wet mop floor with detergent, and liquid wax the floor under the pews. Wash and wax all pews. dust and wax all items in the quiet room.as scheduled.
- ▶ L---Dust the pews and window sills in the church.

▶<--ABSENCES

- ▶ A--Sick days up to five (5) days will be granted during any one year. This is not to be considered as extended vacations. A doctors certificate may be requested in cases of suspected abuse of this privilege.
- ▶ B--Vacation days may be requested instead of sick days, when sick days are exhausted.
- ▶ C--Death in immediate family, up to five (5) consecutive days excused.
- ▶ D--Sick days shall not be accumulated from one year to the next.
- ▶ E--Employee may keep money paid by the state for jury duty

▶<--SALARY

- ▶ A--A salary shall be agreed to at the time of appointment.
- ▶ B--Employees' will be paid by the hour rather than salary.
- ▶ C--Raises in the hourly rate shall be determined by the church council at the end of each year.
- ▶ D--Custodian will be under the general supervision of the property manager, but may be requested to perform some nonrepetitious duties by other councilmen.

▶<--PROBATIONARY PERIOD

- ▶ A--A probationary period of six (3) months will be served.
- ▶ B--After the period, the church council will determine if the employee meets the requirements of the position.
- ▶ C--If the employee meets the requirements, the council president shall inform him/her or the same.
- ▶ D--If the employee does not meet the requirements, the council president shall inform him/her of same, and inform him/her of their last day of service.

EMPLOYEE RECEIVED COPY

SIGNATURE _____

DATE EMPLOYED _____

A--STRIPPING THE FLOOR

- 1--Remove all loose dirt or trash with a dust mop or broom.
- 2--Apply stripper to an area of the floor about 10ft by 10ft by mop. Let stand for 5 or 10 minutes.
- 3--Use the floor scrubber with a BLACK pad to Agitate the stripper until the wax is loosened. Keep the area wet, do not flood but do not let the floor dry out.
- 4--Pickup all the stripping solution and loosened wax with a mop or wet dry vac.
- 5--Wet mop the area thoroughly at least twice. Change water between wet mopping. Use wet dry vac after last mopping if necessary and Move to the next area of the floor.

B--SEALING THE FLOOR

- 1--Use clean string mop to apply sealer.
- 2--Apply a thin even coat of sealer and avoid puddles.
- 3--Allow 20 to 30 minutes to dry.
- 4--Badly worn and porous floors may require 2 coats of sealer.
- 5--For the first use of this system, use two coats of sealer.

C--WAXING THE FLOORS AFTER STRIPPING ONLY

- 1--Apply thin uniform coats of finishing wax with a string mop
- 2--Apply 2nd and 3rd coats of wax in same manner
- 3--Allow at least 30 minutes to dry between coats.
- 4--When wax is thoroughly dry, spray light mist of spray buff in front of buffer and buff with the WHITE buffing pad.

D--SPRAY CLEANING AND BUFFING

- 1--Damp mop the floor in small Areas, (10 by 10) with mild detergent.
- 2--Apply spray buff in front of buffer with a spray bottle.
- 3--Buff with the RED buffing pad until heal marks and scuffs are gone.
- 4--Go over the floor with a WHITE polishing pad after the RED pad is used.

E--RESTORATION OF FLOOR SHINE

- 1--Dry mop the area. Wet mop with neutral cleaner if necessary.
- 2--Spray a light mist of wax over an area in front of buffer. Using the WHITE cleaning pad buff until wax is dry, scuffs are gone and the floor exhibits a shine, then move to another ares and overlap the area just finished..

F--GENERAL OR LIGHT CLEANING

- 1--In cases of spills, and floor is not badly soiled, dirty or scuffed up, go over the floor with a wet mop and a mild detergent.
- 2--Rinse with a mop and clear water. Use wet vac if necessary.

NOTE

When applying waxing with a mop, always use a clean bucket and be sure here is no loose materials in the bucket.

NOTE Item F would be used when cleaning the church hall after a meeting where light refreshments were served.

NOTE SCRUBBING AND BUFFING IN THE P.A.C.T AREAS IS TO BE DONE ON WEDNESDAYS AND FRIDAYS OR DAYS WHEN P.A.C.T. IS NOT THERE.

NOTE---NOTE---NOTE-- ALWAYS REMOVE THE BRUSH FROM THE BUFFER WHEN FINISHED WITH IT.

PROPERTY COMMITTEE REPORT

CUSTODIAN DUTIES

William E Meyers Jr.

United Evangelical Church

Property Chairperson

February 15, 2003

Custodian Duties

Introduction:

- I. Monday Approximately 1-1/2 Hours *
 - A. Check and inspect church
 - 1. Pick-up and throw away any major trash
 - 2. Check and straighten bathrooms
 - B. Check and inspect church school
 - 1. Pick-up and throw away any major trash
 - 2. Check and straighten bathrooms

- II. Tuesday Approximately 1-1/2 Hours *
 - A. Trash Removal and place outside for pick-up
 - 1. Empty trash containers in church
 - 2. Empty trash containers in church school
 - B. Friendship Hall
 - 1. Straighten tables and chairs, light mop
 - 2. Clean bathrooms

- III. Thursday Approximately 6 Hours *
 - A. Kitchen
 - 1. Clean and wipe kitchen tables, appliances, sinks and floors
 - 2. Empty trash
 - B. School
 - 1. Clean and mop school
 - 2. Empty trash and clean bathroom

IV. Friday

Approximately 6 Hours *

A. Offices

1. Clean and vacuum Pastor Study and Church Office
2. Clean and vacuum Sanctuary
3. Place trash containers outside for pick-up

* Times are marked approximate because somedays may be longer or shorter depending on Church activities and conditions but total hours remain the same.