



First Baptist Church of Killeen

Job Title:	Custodian	Job Category:	Custodial
Location:	First Baptist Church of Killeen	Position Type:	Part-time

Job Description and Qualifications

PURPOSE

The purpose of the part-time Custodian shall be to assist the lead custodian in providing effective custodial 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 AND EDUCATION

1. Must be a professed believer in Jesus Christ and of Christian character.
2. Possess a high school diploma or hold a general education degree (GED) certificate and general custodial experience.
3. Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form. .
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.

DESIRED QUALIFICATIONS AND EDUCATION

1. Be actively involved in a local Christian congregation, preferably FBC Killeen.
2. Have prior experience in custodial duties in a church setting, or have one year of general custodial duties.

ROLE AND 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



First Baptist Church of Killeen

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.
6. Perform other general custodial services.

SPECIAL CONDITIONS

This position is classified a part-time support staff and does not include vacation, sick leave, or other benefits afforded to full-time personnel. The intent of the part-time status is not to exceed 32 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the Associate Pastor, and employment is through the Associate Pastor following the Church Personnel Policy.

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.

1. Ability to work effectively in an 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.

Reviewed By:	Ministerial Staff	Date:	August 18, 2015
Approved By:	Personnel Committee	Date:	August 26, 2015
Approved By:	Deacons	Date:	November 8, 2015
Approved By:	Congregation/Church Conference	Date:	February 21, 2016
Last Updated By:	Personnel Committee	Date:	August 16, 2015