

Bon Air Baptist Church

Proclaiming the Grace of God – Growing Followers of Christ

Job Description: Custodian and Facilities Personnel

FLSA Status: Part time Non-Exempt, hourly 25 hours/week

Immediate Supervisor: Facilities Coordinator

Location: Onsite at 2531 Buford Road

Principle Function: The Custodians and Facilities Personnel are responsible for maintaining the church facilities in a clean and orderly manner and having the facilities/rooms set up and ready for planned church activities and events.

Responsibilities:

Specific

- Sweep, mop, and/or scrub and wax floors according to schedule or as necessitated by unforeseen events; dust furniture and shelving; wash walls and windows, and vacuum carpets as scheduled.
- Clean all restrooms and maintain adequate supply of soap, toilet articles, towels, and other supplies in proper containers; empty wastebaskets, collect and remove refuse from buildings.
- Prepare facilities for special use as requested by the supervisor and assist when facilities and arrangements are needed for weddings and funerals.
- Set up assembly and classroom areas for regular activities; clean marker boards and erasers; move furniture and set up tables and chairs for banquets, special meetings, and similar occasions.
- Make a request to Facilities Coordinator for cleaning supplies and equipment as needed.
- Replace light bulbs and tubes.
- Prepare baptistry for use as directed and clean following use.
- Open and close building daily as scheduled.
- Load and unload supplies, equipment, and furniture from delivery trucks as needed.
- Check with Facilities Coordinator daily for special assignments.
- Adhere to church approved guidelines as set forth in the Church's Bylaws and Policies and Procedures Manual.
- Perform other duties as assigned by the Facilities Coordinator.

Requirements:

- Must be able to lift/push/pull 50 pounds or more.
- Potentially walk several miles per day around the facility.
- Ability to work on ladders and man lift.
- 1-2 years' experience in facility cleaning and maintenance preferred.
- Work hours: Primarily day hours during the week and some rotating weekend hours.
- High School diploma or equivalent preferred.
- Good verbal and written communication skills to interact with supervisor, staff and congregants.

Please send resume to Brad Blakeney, Interim Facilities Director, at brad.blakeney@bonairbaptist.org