



## Calvary Baptist Church

*Open to all. Closed to none.*

Calvary Baptist Church of Denver is affiliated with American Baptist Churches of the USA. Calvary's mission is to be a Christ-like community that experiences and shares God's love. Calvary fulfills its mission through worshiping God, loving others, and serving the world. Calvary welcomes and affirms all people as children of God from every cultural and religious background, sexual orientation, family composition, physical and mental ability, economic means, race, age and gender.

### **Job Description: Church Custodian**

<b>Status:</b>	Exempt, part-time hourly employee
<b>Hours:</b>	Available 24/7 with flexibility (Sunday Mornings 7:30 – 12:30; evenings TBD based on needs)
<b>Rate of Pay:</b>	<b>\$10.00</b>
<b>Benefits:</b>	<b>not applicable</b> Workman's compensation coverage as applicable by law
<b>Reports to:</b>	<b>Executive Pastor and</b> Office and Facilities Manager
<b>Performance Review:</b>	Initially at one month, three months and then annually
<b>Position available:</b>	immediately

#### **Position Summary:**

- The Church custodian is a caretaker of the church buildings, and grounds and is responsible for maintaining and protecting the exterior and interior church physical plant before and after normal business hours.
- The Church custodian is available during normal business hours, when called upon, to provide assistance as requested.
- The Church custodian works closely with the Church Office to have the building prepared and ready for all internal and rental events.
- The Church custodian will be aware of the church's emergency policies and procedures.

#### **Job Responsibilities and Duties:** (additional or other duties as assigned and negotiated)

- Daily/nightly security checks and secures building.
- Lock/Unlock and secure building as directed.
- Turn lights on/off and unlock/lock interior doors as directed.
- Adjust thermostats as directed in preparation for worship, meetings, and church functions.
- Set up, take down and store A/V and electronic media equipment as directed in preparation for Sunday worship, meetings, and church functions.
- Set up, take down and store chairs and tables as directed for external group meetings and church functions, vacuuming as if needed after events.
- Assist in moving pianos, furniture and other equipment as directed.
- Perform minor repairs and janitorial work, such as changing light bulbs, etc., as directed.
- Advise Office and Facilities Manager/Property Chair of potential building and grounds problems.
- Maintain a written list of problems that incumbent cannot address and present list to Office and Facilities Manager in a timely manner.
- Keep internal and external lighting operational. Report outages to Office and Facilities Manager when corrective action needs to be addressed by a vender.
- Weekly walk the church grounds to inspect for damage or needed repairs; pick up trash, etc.
- Remove snow and ice (shovel) from stairs and walkways, handicapped parking area, staff parking areas as needed. Apply ice melt and pre-deicer prior to snowfall as needed.

- Serve as 'security guard' during Sunday services and all/other church events (as requested) by walking around the church building to prevent theft, etc. when the doors are open.
  - For security and general accessibility, be present in the building (wearing name tag) and walk through the entire building during the Worship Service, especially checking the doorways and making sure the office is locked and safe from theft and that there are no strangers walking through the building, especially the East Wing where the children are.
  - **Full Sunday Morning and Afternoon Check-list for Sexton – below:**

#### **Sunday Morning (completed by 7:30am)**

1. Sanctuary Lights turned on (including baptistery light)
2. Check that Heat and/or AC is working properly
3. Paramants changed (see Worship set-up for proper color)
  - a. Paramants are stored in the "Communion Room" behind the Sanctuary
  - b. The smallest cloth goes in the Bible, the largest cloth goes on the altar under the Bible, and the middle-sized cloth hangs on the pulpit
4. Christ candle ring (pottery people) and Christ candle in place (see Worship set-up for placement)
  - a. Ring and candles are stored in the Worship Resource Room (behind Sanctuary) if they are not in the Sanctuary
5. Projector, screen, stand, and proper extension cords set (if indicated on Worship set-up)
6. New Member clipboards on the front pews
  - a. Clip boards may be at the kiosk if they are not in the pews
7. Sunday morning class rooms all unlocked
8. Check heat and/or AC in all rooms to make sure it is properly functioning
9. Fellowship Hall set as indicated by set-up request for that week (including screen & computer)
10. Lights throughout the building turned on (East Wing, Narthex, Stairwells, Entry Ways, etc.)

#### **Sunday Afternoon (completed around 12:30pm – or after most people have left building/sanctuary)**

1. All candles blown out
2. All sanctuary lights turned off (including baptistery light)
3. All building lights turned off (narthex, hallways, etc.)
4. All technology turned off and put away
  - a. Kiosk TV turned off
  - b. Computer in Server Room in Office shut down
  - c. Fellowship Hall projector turned off
  - d. Fellowship Hall computer shut down and put away
  - e. Fellowship Hall screen put up
  - f. Fellowship Hall sound turned off

#### **Job Skills and Requirements:**

- High school graduate
- Communicates effectively, both orally and in writing
- Proficient with A/V and electronic media equipment
- As a team oriented individual, displays the ability to effectively interact with ministerial staff, administrative staff, Property Chair and congregants

#### **Working conditions:**

- Sits, stands, bends, reaches and moves intermittently during work.
- Is subject to frequent interruptions.
- Works beyond normal hours for planned functions of the church and emergencies.
- Communicates with supervisor and other church staff, volunteers, members and guests.
- Is exposed to slippery conditions, odors, outside weather conditions, etc.

**Specific Requirements and Physical Demands:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to make independent decisions when circumstances warrant it.
- Must be able to deal tactfully with and communicate with staff, volunteers, members and guests and contracted vendors ( HVAC, Plow, Landscape, etc.).
- Must maintain care and use of supplies and equipment and make regular inspections of the buildings areas.
- Must possess sight/hearing senses that enable these senses to meet the responsibilities of the job.
- Must be able to manage time and multiple tasks and projects.
- Must be able to track time

**Physical Requirements:**

- Must be able to lift, push, pull, and move equipment, supplies, etc., up to 50 pounds
- Must be able to bend, twist, stoop, push and pull
- Must be in good general health.