



CHURCH CUSTODIAN/SEXTON

Position Goal: To promote the ministry of First Baptist Church by helping to keep our facilities clean, attractive and accessible for church and outside functions; to assisting with outreach activities of the church and to build positive relationships with members of the congregation and the community we serve.

Supervision: Reports directly to the Office Manager and indirectly to the Administrative Assistant.

Qualifications:

- Must be able to provide building and grounds cleaning and assures that ministry programs of the church have necessary preparation.
- Must be flexible, a self-starter, and work well with instruction and supervision.
- Ability to perform spontaneous duties/assignments while adhering to scheduled deadlines is critical.
- Two years of experience in the performance of responsible custodial work.
- Intermediate knowledge of operation of building.
- Ability to identify needed repairs to custodial equipment and building.
- Ability to identify needed janitorial supplies for daily cleaning.
- General building management or repair skills is of interest.
- Must be able to pass a background check and drug test.
- Must have a valid NC driver's license and be insurable by the state of North Carolina.
- Part-time position without benefits; schedule includes Sundays.

Duties and Responsibilities:

- Open and closes building as needed for worship, meetings, concerts and events.
- Ensures organization and proper preparation of items for worship and program needs.
- Ensures routine cleaning of church facility and building/grounds.
- Maintain safe and clear exterior walkways including removal of litter from grounds, and snow and ice removal from steps and sidewalks
- Perform room set-up, re-design and tear down tables/chairs, worship spaces for group use.
- Handle small repairs (e.g. manage breaker box, change light bulbs, assemble furniture, etc.)
- Anticipate and direct participants and guests to services and program areas.
- Assist with Emergency Missions Outreach by greeting and organizing clients for interviews.
- Assist clients who are seeking assistance from the Food Pantry and Clothes Closet.
- Assist members and clients with loading and/or unloading supplies.
- Assist with maintenance of church vehicles.
- Drive vehicles to pick students up from various local schools for after-school program.
- Observe church parking lot, noting repeated violations of parking policies.
- Run errands as needed.
- Other duties as assigned by the Office Manager and Administrative Assistant.

Physical Demands:

- Ability to lift a minimum of 50 pounds and to have complete mobility in building and grounds activities including lifting and emptying trash cans, bending over to clean bathroom facilities, cleaning tables; working on a ladder for such tasks as changing light bulbs and cleaning windows.
- 90% of time spent standing and walking, 10% sitting, however job duties may change throughout the work week and time spent in each type of activity may vary.

If you are interested in applying, please call 336-722-5605 for an application.