

Bethel Business Committee

Policy and Procedure #030

Date: October 16, 2017

Custodian Job Description

Purpose: Working under the direction of the Senior Pastor, the custodian is responsible for maintaining the chapel facilities in a clean, safe, secure and well-ordered manner appropriate for chapel activities.

NOTE: Nothing in this document precludes competent volunteers or other employees from assisting with or carrying out the activities outlined below. The involvement of volunteers is encouraged.

Normal Services Expected

General cleaning of all indoor facilities (see below for heavy cleaning):

- Cleaning
- Vacuuming
- Sweeping
- Cleaning and stocking washrooms
- Mopping of tiled areas including kitchen
- Ordering cleaning supplies as needed

Outdoors:

- Snow removal around doors
- Snow removal around gas meter
- Snow removal around fire hydrant
- Lawn care

Set up for routinely scheduled functions in a manner appropriate for the next routinely scheduled activity (see below for non-routine activities):

- Main auditorium
- Fellowship hall
- Sunday school rooms

Repairs and maintenance of buildings and equipment such as

- Carrying out safety related activities as outlined below in the Safety and Security section.

- Chairs
- Tables
- Plumbing fixtures
- Doors
- Yard care equipment
- Etc.

This excludes electronic, computer, and communications equipment.

Garbage

Maintain garbage containers in a sanitary condition and empty as required

Take garbage to city dump as required

Dispose recyclable materials in an appropriate manner

Safety and Security

Regularly check to make sure all emergency exits are clear of obstructions and remove any obstructions found.

Regularly check to make sure combustible materials do not accumulate in any part of a stairway, fire escape route or other means of egress.

Regularly check to make sure combustible materials do not accumulate in locations that will constitute a fire hazard (for example, furnace rooms, equipment rooms, stairways, utility rooms.)

Promptly remove all combustible waste from all areas within the building where waste is placed for disposal.

Carry out and record fire extinguisher inspections once a month and take any required corrective action to maintain the extinguishers in good operating condition.

Carry out and record fire alarm and safety light verification once a month following written procedures provided.

Keep track of elevator inspections provided by the elevator inspection contractor to make sure that the inspection schedule is being maintained and report any problems to the Business Committee.

Non-routine activities requiring setup and cleaning

From time-to-time the chapel may host non-routine functions such as seminars, special song or praise services, a Christmas cantata, etc. It is the responsibility of the function organizer(s) or the Business Committee to arrange the setup and cleanup for such activities. If the services of the custodian are required, hours in addition to the pre-authorized number of hours per week require the advance approval of the Business Committee.

Heavy Cleaning

Heavy cleaning (rug shampooing, major scrubbing of tiles floors, etc.) should be scheduled for times in which the chapel's activity schedule is low such as during the summer months and other holiday periods. It is recognized that at times heavy cleaning may require the services of specialized contractors.

Non-Bethel Activities

From time-to-time the chapel may permit non-Bethel activities in accordance to Bethel's Policy & Procedure #014 - Facilities and Equipment Use Policy for Bethel Bible Chapel. Custodial services associated to these activities are to be billed directly to the approved user.

Vacation Replacement Training

Trains vacation replacement personnel, as required.