

## **Third Baptist Church of San Francisco, Inc.**

### **Custodian**

#### **Job Description**

The Third Baptist Church of San Francisco was organized in 1852 and is the oldest predominately African American congregations west of the Rocky Mountains. Third Baptist is an inclusive church of all people.

#### **Overview**

Third Baptist Church is looking for an experienced custodian to be responsible for the appearance, cleanliness, and maintenance of the Third Baptist buildings and grounds.

#### **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 deem appropriate.

#### **Duties**

- Sanitize the church facilities daily and have it in compliance with the updated health standards for all weekly activities and for Sunday virtual worship service. Dust, sweep, vacuum, clean restrooms, kitchen, windows, etc.
- Empty all wastebaskets and place garbage in the dumpster. Replace plastic liners in wastebaskets as needed.
- Set up for meetings during the week as needed. The custodian will check the church calendar for a schedule of meetings and other church events. Specific requests will be directed to the custodian as they arise.
- Washes, scrubs, and disinfects rest rooms.
- Keep restrooms supplied with toilet paper, soap, and paper towels as needed.
- Ensure church vans and minibus is kept clean and ready for use at all times.
- Order needed custodial supplies by presenting list to trustee ministry member.
- Receives and stores supplies, and account for custodial supplies.
- Small repairs as needed and notify the trustee ministry of any major building repairs or maintenance needs.
- Funerals — The custodian will be expected to clean the church before and after funerals. The custodian will set up the church for the funeral as directed by the Pastor.
- Weddings — The custodian will be expected to clean the church before and after the wedding.

**Qualifications**

- Possess a high school diploma or hold a general education degree (GED) certificate and general custodial experience.
- Have the ability to apply common sense understanding to carry out instructions given; written, oral, or diagram form.
- Be conscientious and able to work independently (unsupervised).
- Be in good physical health. Be familiar with custodial equipment (e.g. ladders, floor buffers, carpet cleaners, etc.)
- Have strong customer service skills and the ability to get along with others.
- Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
- Conduct and present oneself in a manner fitting a church staff member.
- Be flexible in availability to accommodate the schedule of church activities.
- Possess a valid driver's license.

**Compensation**

Starting salary range will depend on qualifications and experience.

To apply send cover letter and resume to [employment@thirdbaptist.org](mailto:employment@thirdbaptist.org)