



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position(s): Custodian/Janitor

Job Description: The Custodian/Janitor is an important ministry within Tuxedo Church. The Custodian is responsible for the weekly cleaning and upkeep of the church facilities. Responsibilities include: vacuuming, dusting, sweeping, cleaning windows, mopping floors, taking out trash, cleaning bathrooms, offices, kitchen, classrooms, and all other rooms at Tuxedo Church.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Weekly hours are flexible and can be worked around a personal schedule. A minimum of 10 hours a week is expected, with additional hours as needed.
3. Make sure facilities are clean and ready before regular weekly services.
4. Check and empty office trash at least two to three times a week. Nursery and restroom trash should be emptied as soon as possible after a service. Take all trash to the main dumpster. Trash pickup days are Tuesday and Friday morning.
5. Make sure restrooms are clean and supplied before each service or special event.
6. Staff office restrooms should be checked, cleaned as needed, and resupplied at least twice a week, as they are used throughout the week.
7. Establish a weekly, monthly, quarterly, and yearly cleaning schedule to assist in making sure all areas of the church are cleaned and needs are met.
8. Mop main floors at least once a week.
9. Stock and maintain all cleaning and facility supplies. Request needed supplies from the Office Manager.
10. Arrange for substitutes when gone or when unable to clean facilities.