

## **JOB DESCRIPTION**

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**Position:** Building Superintendent  
**Reports to:** Pastor & Personnel Committee  
**Status:** Part-time (20 Hours per week)

### **Position Description**

The Building Superintendent is responsible for keeping the church buildings clean and orderly. The Sanctuary and Educational Building, the Family Life Center, and the Todd Administration Building are to be cleaned weekly. The hourly requirements should be divided into the normal weekly office hours with the exception of cleaning the Family Life Center on Saturday nights as needed.

The Building Superintendent should be hardworking, conscientious and dependable. The Building Superintendent should be able to perform physical labor necessary in cleaning church facilities.

The Building Superintendent should have a passion for good stewardship of the facilities God has given Neals Creek Baptist Church, presenting a positive physical appearance of the church in the community. The Custodian is accountable to the Pastor for the cleaning of our church.

### **Job Duties**

1. Purchase cleaning supplies as needed. Reimbursement for purchases will be made in a timely manner by the church Treasurer upon submission of receipts.
2. Notify the church office when cleaning equipment (vacuums, etc.) needs to be replaced or major repairs need to be made to the buildings.
3. Empty all waste baskets twice weekly.
4. Vacuum and dust pews weekly, and other furniture and equipment as needed. Dust door, window, and floorboard moldings as needed.
5. Vacuum all carpets twice weekly. Clean all hard floors twice weekly by either wet mop, dust mop, sweeping or vacuuming as most appropriate. Pick-up and move toys, chairs, and other objects as needed to properly clean all floors and carpets.
6. Clean wall blemishes as needed.
7. Clean and disinfect drinking fountains weekly.
8. Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
9. Thoroughly clean restrooms twice weekly, including basins, toilet bowls, urinals, mirrors and floors. Refresh hand soap, paper towels and toilet paper as needed. Empty trash and sanitary containers.
10. Clean windows and doors as needed.

11. Replace light bulbs. Turn off unnecessary lights to save energy.
12. Water plants as needed.
13. Pick up litter.
14. Check all areas for odors. Clean and disinfect as necessary.
15. Check and clean baptistry after baptismal services.
16. Return hymnals to their racks before Wednesday and Sunday worship services.
17. Turn the security system off and on when entering and leaving buildings. Keep doors locked at all times while working.
18. Check HVAC air filters monthly. Notify church office to contact vendor who is under contract to replace air filters as needed.
19. Adjust timers for exterior lights as needed.
20. Maintain clean porches and sidewalks leading into the buildings.
21. Meet with Pastor and staff at the beginning of weekly staff meetings.
22. Support Neals Creek Baptist Church and the surrounding community with your prayers and Christian behavior.
23. Perform additional duties as requested by the Pastor.