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Position Title: **Building Custodian**

Classification: Part-time

Reports to: Facility Director

Position Summary:

Under the direction of the Facilities Director, the Building Custodian performs a wide variety of custodial and maintenance duties to provide a clean, orderly and safe environment at First Baptist Church-Lincoln Gardens. The custodian will provide excellent customer service and work closely with employees, guests, members, and governing bodies to meet the custodial needs of the church; and resolve problems to ensure efficient and safe operations.

Overall, Role Responsibilities:

- Execute against all aspects of church custodial responsibilities to ensure operational excellence
- Ensure all church materials are properly organized and stored including supplies and equipment, furniture, fixtures, carpet, flooring, and other building elements
- Maintain a hygiene program for the church, which includes cleaning, trash disposal, and pest control
- Enhance the church environment by improving and optimizing all building systems with a focus on preventive maintenance
- Manage maintenance and remodeling projects, ensuring that projects are completed on schedule and within budget
- Establish systems and procedures to ensure efficient operations of the church facilities internal and external
- Maintain the church's building security and emergency plans
- Schedule and coordinate routine maintenance of the church's HVAC, plumbing, electrical, and fire protection systems
- Monitor interior conditions of the facility, including HVAC
- Partner with Director of Security to ensure safety of the facility
- Perform minor repairs, including but not limited to masonry, electrical systems, plumbing, painting and immediate temporary repairs in an emergency.

Monitor daily activities of the church which includes:

- Responsible for opening and closing facility, arming/disarming of security alarm
- Manage climate control system and adjustments as appropriate
- Respond to facilities inquiries from guests and members
- Manage all deliveries to/from facility

Rev. Danté R. Quick, Ph.D., Senior Pastor

Alikhan Wilson and Winston Kirton, Trustees Chairs - Lawrence Hibbert and Cynthia Gipson Lee, Diaconate Chairs - Leon Largie, Executive Director

- Provide custodial support and assistance at special events (set-up/break down for funeral, memorials, workshops, etc.), as needed

Physical Demands:

The church custodian must able to lift and move heavy objects (up to 75lbs), stand for extended periods of time, and perform repetitive motions. The position may require bending, stooping and reaching

Working Conditions:

Work schedule will include prioritizing demands, deadlines and managing emergencies. The church custodian will work primarily indoors but may be required to work outdoors for events and activities. The position may require working in areas with cleaning chemicals and other hazardous materials.

Required Knowledge, Skills & Abilities:

- High School Diploma or equivalent
- Minimum of one year of custodial or janitorial experience or equivalent preferred
- Must have 24/7 access to a motor vehicle
- Must have valid NJ Driver's License in good standing
- Must be available to work on call, evenings and weekends as needed.
- Ability to operate copiers, computer, MSOffice and email, etc.
- Knowledge of basic HVAC and mechanical functions of a large non-residential building
- Good organizational and planning skills and an ability to delegate to other employees and volunteers
- Ability to work under tight deadlines with ability to multi-task
- Excellent interpersonal skills
- Excellent communication and problem-solving skills
- Attention to detail and comfortable working with a team