

Date: _____

**New Mt. Zion M.B. Church
140 West Maple Street
Jackson, MS 39203**

Re: Custodian

New Mount Zion Church is accepting résumés for a qualified part time custodian to clean our church. You may send résumés to the above address.

The deadline to receive résumés: **December 15, 2020**

See the Job description attached.



NEW MOUNT ZION BAPTIST CHURCH

“The Friendly Church that Loves and Cares”

140 West Maple Street

Jackson, MS 39203



Church Phone: 601-355-6641

Church Lobby: 601-352-6278



Reverend Willie Tobias, Jr., Pastor

Website:

www.Newmtzionchurch.org

New Mount Zion Custodian Job Description

Qualifications

The Church Custodian shall be:

1. Energetic and take pride in keeping Church clean
2. Physically capable of carrying out the required duties
3. Flexible in availability to accommodate the schedule of church activities

Responsibilities

The Church Custodian shall:

1. Be considered **“Church Personnel”** and attend meetings when its requested by the Pastor and the Joint Deacon/ Trustee Board for him/her to attend that particular meeting.
2. Work under the leadership of the Chairperson of the Trustee Board who then reports to The Joint Deacon/Trustee Board.
3. Conduct and present himself/herself in a manner fitting of Church Personnel.

The Following are the Duties of the church Custodian:

A. General

1. “General Cleaning “shall consist of:
 - a. Picking up and removing all trash including emptying wastebaskets

- b. Vacuuming all carpeting and/or mopping tile floors
- c. Dusting all furniture and equipment in the area
- d. Dusting chair rails , baseboards and Window Seals
- e. Dusting walls and removing cobwebs
- f. Removing dust and dirt from light switch plates
- g. Returning chairs, tables, books, materials and similar items to their proper place

2. As needed:

Replace burned out light bulbs

B. Sanctuary

1. Weekly or after event:

General Cleaning

2. Bi-weekly:

Vacuum pew cushions

3. Monthly:

a. Clean choir pews and chancel furniture including vacuuming

b. Dust hymn book holders

C. Church Entrance

Weekly or after each event:

a. General cleaning

b. Wet mop floors and remove scuff marks

c. Dust coat racks, shelves, chairs, and benches

d. Clean picture frames, memorial and glass

D. Sunday School Rooms and Youth Area

Weekly or after each event

E. Offices

Weekly or after each event

F. Fellowship Hall

Weekly or after each event:

- a. General Cleaning
- b. Arrange tables chairs for Sunday School or the next event

G. Restrooms

Weekly or as needed:

- a. Clean and disinfect
- b. Replace soap and similar items

H. Custodial Rooms

As needed:

Keep clean and organized

I. Equipment Room

Vacuum and dust the room and keep neat

J. Other

1. Notify trustees when repairs are needed
2. As needed and at least annually- clean and buff tile floors
3. Any other item assigned by Joint Deacon/ Trustee Board

K. Salary

Salary of custodian for New Mount Zion will be determined by the Joint Deacon/ Trustee Board

DATE: _____

NMZ Chairman of Joint Deacon/Trustee Board

NMZ Chairman of Trustee Board