

First Baptist Church of Champaign at Savoy
1602 Prospect at Burwash • Savoy, IL 61874
217-352-2240
www.fbc-cs.org

Part-Time Custodian/Event Set-up Person

Position Description

Purpose

This purpose of this position is to set-up for events, assist the other custodians as needed, and to be available for weekend custodial needs.

Organizational Relationship

This person will cooperate with and take direction from the Facility Coordinator to assure that we are properly set up for events. He/she will also assist the other custodial staff, as directed by the Facility Coordinator.

General Responsibilities

Work 10-15 hours per week. Hours may vary according to the needs of the week; mainly weekend hours. Check the Set-up Detail Sheet for any special set-up or clean up assignments needed in addition to specific responsibilities.

Specific Responsibilities

1. Set up for events as per instructions of the Facility Coordinator, placing tables, chairs, equipment as needed, assuring that the area is properly cleaned for the event.
2. Tear down set ups, returning all tables, chairs and equipment to their proper areas.
3. Make any necessary set-ups for Sunday as directed by the Facility Coordinator. Make a complete check of the building to assure that all rooms are properly cleaned, waste cans emptied, etc., and all is ready for Sunday morning.
4. Tear down any set-ups from Sunday morning. Set-up for youth group for Sunday evening. On the third Sunday of the month, return after youth group to prepare for Keenagers on Monday.
5. Set-up for Awana every Wednesday afternoon.
6. Any other assignments as directed by the Facility Coordinator or Pastoral Staff.

Please contact Jenny Noble at (217) 352-2240 or jenny@fbc-cs.org