

10/8/25

Bethany Baptist Church, Callao, VA  
(CONTRACTOR STATUS)

JOB TITLE: Custodian

SCHEDULE: Flexible schedule, requiring approximately 30 hours per week

JOB RESPONSIBILITIES: The Custodian is responsible for cleaning and straightening all rooms within the church building, including the basement and the fellowship hall. The contractor is to furnish all necessary cleaning supplies. Repairs and maintenance needs are to be reported to the chairman of the Building and Grounds committee.

JOB PURPOSE: The purpose of these services is to provide a safe, clean and pleasing atmosphere for worshippers, staff, visitors, and other individuals/groups that use the church facilities.

MINIMUM REQUIREMENTS: Complete weekly, twice per month, and quarterly responsibilities which include, but are not limited to, the duties and responsibilities listed below:

1. Occasionally work alternate hours, including evenings and weekends, as requested in advance such as for weddings or other special church events, and in rare instances on an emergency basis.
2. Ability to lift and carry a minimum of 35 lbs. and occasionally climb ladders

ESSENTIAL DUTIES AND RESPONSIBILITIES:

WEEKLY: (and after any special function or event has been held within the church):

- Vacuum carpet (utilizing vacuums provided by the church) within all classrooms, the choir room, the hallways, and the sanctuary (with special emphasis prior to Sunday and Wednesday nights). This is to include the vacuuming of the area rug in the basement Sunday School area.
- Vacuum/clean under all sanctuary pews.
- Dust in all rooms, including the secretary's office, basement, fellowship hall, library and kitchen. This is to include the dusting of the pianos and organ within the sanctuary and the fellowship hall.
- Clean kitchen and fellowship hall (prior to Sunday and Wednesday nights), cleaning floors, counters, cabinets, and appliance surfaces
- Clean foyer (vestibule), foyer windows, and main entrance doors into the fellowship hall.
- Wipe brass push plates on all doors and high touch surfaces
- Empty trash cans in all rooms, including the secretary's office, basement, fellowship hall, and kitchen. Trash cans should always be supplied with a trash bag liner.
- Pay special attention to the cleaning of the nursery and pre-school B classroom area: Wash children's toilet with disinfectant and bleach
- Mop nursery and pre-school B floors and scrub with HOT water
- Sweep stairs leading from upstairs to the basement.
- Clean, disinfect, and adequately supply (toilet paper, paper towels, hand soaps) all restrooms (prior to Sunday and Wednesday nights) with toiletries supplied by the Church
- Clean and disinfect all water fountains.

TWICE PER MONTH:

- Clean under all sanctuary seat cushions and pew pockets.
- Wipe down all sanctuary windowsills

MONTHLY:

- Mop basement floor and stairs leading from the upstairs to the basement
- Wipe down all the classroom and basement windowsills
- Wipe down basement kitchen surfaces and mop basement kitchen floor as needed.
- Wipe down walls and woodwork throughout the church, including the bathrooms, baseboards and chair rails as needed
- Maintain cleaning supplies

QUARTERLY:

- Clean inside windows within all rooms, including sanctuary, basement and fellowship hall, as needed.
- Clean light fixtures, removing bugs, cobwebs and dust

## TERMS AND CONDITIONS

1. **TERM:** The term of this annual Contract shall automatically renew on October 1 of each year, unless terminated by either party. It is agreed that this contract may be terminated by either party at any time upon 30 days written notice to the other party.
2. **CAPACITY/INDEPENDENT CONTRACTOR:** In providing the Services under this Contract, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee of the Church.
3. **INSURANCE:** The Contractor agrees to maintain Commercial General Liability insurance with a limit of at least \$1,000,000, including coverage for both bodily injury and property damage. The Contractor also agrees to maintain Worker's Compensation insurance covering all employees and to provide the Church with certificates of insurance regarding each of these policies.
4. **ASSIGNMENT:** The Contractor agrees not to assign or otherwise transfer its obligations under this Contract without the prior written consent of the Church.
5. **ENTIRE AGREEMENT:** This Contract contains the entire agreement between the Church and the Contractor and there are no other promises or conditions in any other agreements, whether oral or written, concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
6. **AMENDMENT:** This Contract may be modified or amended in writing by mutual agreement between the parties, signed by both the Church and the Contractor.
7. **SEVERABILITY:** If any provision of this Contract is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, such provision shall be deemed to be written, construed, and enforced as so limited.
8. **WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.
9. **GOVERNING LAW:** This Contract shall be construed in accordance with the laws of the Commonwealth of Virginia.
10. **NOTICE:** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by mail to the address set forth at the beginning of this Contract, or to such other address as one party may have subsequently furnished to the other.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Bethany Baptist Church

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Vince Garland  
Deacon Chairman