

JOB DESCRIPTION
PART TIME WEEKEND CUSTODIAN

POSITION TITLE: Part Time Weekend Custodian
EMPLOYMENT STATUS: Non Exempt, Hourly, 20 hours/ week

INTENDED HOURS: Saturday and Sunday: 7:30 am – 5:30 pm
REPORTING TO: Facilities Manager

POSITION OBJECTIVE:

To serve the church by providing custodial services and light maintenance and grounds keeping work.

PRIMARY DUTIES AND RESPONSIBILITIES:

- A. Opening the Church
 - a. Disable the alarm system
 - b. Unlock handicap entrance door
 - c. Turn on hall and reception area lights as well as lights in the rooms scheduled for morning use
 - d. Make sure heating/ air conditioning are on/off as appropriate
- B. Room/ Event Set Up
 - a. Pick-up daily schedule from reception desk and review for set-ups/ clean-ups needed
 - b. Open rooms for use as needed.
 - i. Confirm set-ups are correct and adjust as needed
 - ii. Check trash and remove as needed
 - c. Check 2nd floor kitchen- sweep, mop and remove trash as needed
 - d. Check any rooms used the night before and remove trash/ break down as needed
 - e. Assist with special functions as needed
 - f. Check all bathrooms (including the office bathroom) and clean/ add supplies as needed
 - g. Check all hallway trashcans and remove trash as needed
- C. Sundays Only:
 - a. In addition to the Church Opening and Set Up discussed above, on Sundays the following needs to be done:
 - i. Sanctuary
 - 1. Lights on including vestibule and Bride's Room
 - 2. Open North and South Doors into Sanctuary from Hallway
 - 3. Open outer entry doors
 - 4. Unlock Lake Street door
 - ii. Turn on coffee maker in the kitchen
 - iii. Projector and microphone to Dining Room for Sunday School
 - iv. Check in with Deacons and Sunday School to be sure all is OK
- D. Cleaning
 - a. On both days:

- i. Vacuum carpets, dusting and polishing throughout the facility
 - ii. Clean church nursery after use, as needed
 - iii. Clean all rest rooms, restock paper products as needed
 - iv. Vacuum carpets, wash tables and chairs in classrooms
 - v. Mop floors of classrooms and kitchens after each use
 - vi. Empty kitchen trash daily and clean counters and sweep kitchen as needed
 - vii. Stock cleaning supplies when received and alert Facilities Manager when low
 - b. On Sundays:
 - i. Sanctuary including Balcony and Bride's Room (also includes Walker Chapel and Balcony)
 - 1. Pews tidied and cushions vacuumed
 - 2. Floors swept and mopped
 - 3. Carpet vacuumed
 - 4. Dust Piano, organ, communion table, pulpit and lectern
 - 5. Chancel floor swept and mopped
 - 6. Clean choir benches
 - 7. Vestibule swept, vacuumed and mopped
 - c. Perform such other cleaning as assigned by the Facilities Manager
- E. Buildings and Grounds
 - a. Patrol the church grounds to pick-up trash and check for vandalism
 - b. Snow removal and grounds keeping as needed
- F. Maintenance
 - a. Move furniture and assist in installing new equipment as needed
 - b. Other projects as may be assigned by the Facilities Manager
- G. Other
 - a. Cover other custodian's shifts as needed
 - b. Mandatory overtime when needed
- H. Closing the Building
 - a. Check all rooms to be sure that windows closed and locked, garbage removed, coffee/tea urns empty and unplugged, lights off, doors locked
 - b. Check all entrance/ exit doors closed and locked
 - c. Check all hallway fire doors closed
 - d. All hallway lights turned off
 - e. Turn on alarm, exit building and lock door

QUALIFICATIONS AND QUALITIES:

- Self-starter
- Ability to perform duties without supervision
- Reliability
- Able to take direction
- Good people skills

- English language speaking proficiency
- Able to lift 50 pounds
- Prior custodial experience strongly preferred.

COMPENSATION: Competitive salary based upon experience