

JOB DESCRIPTION
PART TIME WEEKEND CUSTODIAL

POSITION TITLE: Part Time Weekend Custodian
EMPLOYMENT STATUS: Non-Exempt, Hourly, 20-25 hours/ week

INTENDED HOURS: Saturday and Sunday: 7:00 am - 5:30 pm
REPORTING TO: Facilities Manager

POSITION OBJECTIVE:

To serve the church by providing customer service, custodial services, light maintenance, event set ups/tear downs and grounds keeping work, while upholding a professional and responsible image.

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
- B. Room/ Event Set Up
 - a. Review planning schedule 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. Verify that area is in neat and working order
 - 3. Report any lost items to front desk
 - ii. Turn on coffee maker in the kitchen
 - iii. Check in with Deacons and Sunday School to be sure all is OK
- D. Cleaning
 - a. All Days
 - i. Vacuum carpets, dusting and detail cleaning throughout the facility
 - ii. Clean church nursery after use, as needed

- iii. Clean all rest rooms, restock paper products as needed
 - iv. Vacuum carpets, wipe down 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
 - b. Friday and Sundays
 - i. Sanctuary including Balcony and Bride's Room (also includes Walker Chapel Balcony, and Chapel bathrooms)
 - 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
 - ii. Kitchen
 - 1. Sweep, mop, and disinfect countertops
 - iii. Library
 - 1. Vacuum and dust
 - 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 QUALITY REQUIREMENTS:

- 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.
- Must have a valid drivers license
- Basic maintenance and troubleshooting skills
- Knowledge of basic hand tools
- Completing tasks under safety guidelines

Interested Parties should send resumes to: buildingdepartment@firstpresevanston.org

Only those selected for interviews will be contacted.