## Job Description

**Job Title** Custodian

**Reports to** Deacon Board

**Status** Part-time (20 hours/week), Non-Exempt

**Major areas of responsibility:**

1) Clean church building prior to church events

* Complete cleaning checklist before each Sunday and Wednesday services
* Be available to clean before and after special events (these may cause some weeks to exceed 20 hours)

2) Handle physical arrangements/set up for events

* Ensure that tables and chairs are set as requested for worship, Sunday school, and Wednesday classes
* Assist with any special set-up requests for services or events

3) Monitor fire and burglar alarm systems

* Test the systems regularly to ensure that they are operating properly
* Work with and be contact person for alarm company
* Respond to calls from alarm company, coming to the church, as necessary, to ensure the safety of the building and guests

### Key skills and abilities

1) Ability to regularly lift fifty pounds and to move furniture

2) Able to work odd hours to meet church needs

### Education and experience requirements

No experience required

**Requirements for all staff**

* Keep regularly scheduled office hours as agreed with supervisor
* Cooperate with other staff members
* Follow work rules and procedures
* Take direction from supervisor
* So far as it depends on you, maintain healthy working relationships with all other church staff and volunteers

**Physical requirements**

* Ability to lift 50 pounds
* Ability to stand and/or walk for most of hours worked
* Ability to use appropriate chemicals required for cleaning processes