

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