

First Presbyterian Church
Part Time Custodian
Position Description

Date Approved: June 27, 2023
Non Exempt

Summary:

Performs a full range of custodial duties in order to provide a clean, orderly and safe environment.

Qualifications:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs.), bending, standing, climbing or walking. Must be capable to run floor scrub machine, large vacuum and have a good understanding of basic cleaning of facilities.

Accountability:

Works under the direct supervision of the Head Custodian.

Essential Duties & Responsibilities:

1. Cleaning & Maintenance of Facility:

- Clean and sanitize restrooms, including sinks, urinals, toilets, floors.
- Stock restrooms, custodial cabinets, staff kitchen.
- Sweep, vacuum, mop, floors.
- Clean and maintain rooms, hallways, lobbies, stairways and classrooms.
- Wash windows and walls.
- Empty and clean waste receptacles, transport trash and waste to disposal area.
- Move and arrange furniture and equipment, dust and clean furnishing, countertop surfaces, and equipment.
- Clean refrigerators, interior as well as exterior and tops as needed.
- Identify stains and use proper chemicals for removal.
- Assist other staff with loading/unloading of supplies and other heavy items as required.
- Keep cleaning carts organized and stocked.
- Launder dust mop heads, mop heads, rags, and any tablecloths as needed.

2. Event Management:

- Check the Calendar and Event Bulletin Board for room set-up and clean-up needs.
- Setup for regularly scheduled events, meetings and services.
- Cleanup as required following events, meetings and services.
- Setup and cleanup for a wide variety of church and community events.
- Provide beverage services as outlined on Event Sheets.
- Maintain proper handling of tablecloths, skirting and paraments.
- Adhere to Event Lighting Guidelines.
- Maintain manual control of thermostats as needed.

3. Security of Facility:

- Report any security incidents to the Head Custodian.
- Adhere to “Guidelines for Locking the Facility”
- Unlock and lock doors for visitors and observe basic security standards.
- Know and understand proper use of the security system.
- Maintain a presence during events and facility hours and offer help when needed.

Knowledge, Skills and Abilities:

- Knowledge of methods, materials and equipment used in a full range of custodial work.
- Ability to maintain daily sheets.
- Ability to work a varied schedule.
- Able to accept interruptions and then continue with original work.
- Ability to know and understand operations and observe safety rules.
- Ability to follow directions and take responsibility for tasks.
- Ability to build and maintain positive working relationships with co-workers, volunteers, and the public, using principles of good customer service.
- Ability to learn proper procedures and to exercise care in the use of cleaning materials and equipment for different types of building surfaces.
- Ability to learn the operations and care of janitorial equipment.
- Ability to follow written instructions.

Work Hours:

This is a part time position. Scheduled days and hours will depend on event calendar and facility needs.

Performance Review Period:

A performance evaluation will be conducted annually by the Head Custodian.