

Parkwood United Presbyterian Church
JOB DESCRIPTION

Job Title: Custodian

Job Classification: Non-Exempt, Part-Time Position

GENERAL SUMMARY:

This position is responsible for performing all custodial tasks needed to keep the church facilities and grounds, clean, safe, and in effective and efficient working order.

HOURS:

The custodian will work 10-15 hours per week. There is understanding that the hours may need to change according to the church calendar. The custodian will be notified in advance by the Head of Staff or designee.

REPORTS TO:

This position reports to the Head of Staff or designee.

1. Major Custodial Responsibilities:

The main objective is to keep the church clean and presentable at all times.

Sanctuary/Narthex/Welcome Center – these tasks will be performed weekly or prior to any special service or program:

- Vacuum carpet, including under the pews
- Dust pews (including choir pews) and pulpit area
- Wipe window sills including divider from sanctuary and narthex
- Vacuum and dust Welcome Center. Mop floor.

Office Area (Offices and Conference Room) – these tasks will be performed weekly and as needed.

- Vacuum carpets
- Dust bookshelves, desks and tables.
- Empty trash into the dumpster, empty paper recycling into bin.
- Office area should be checked each day worked.

Lounge, including kitchenette – these tasks will be performed weekly and as needed.

- Vacuum carpet and furniture as needed
- Dust furniture, shelves, lamps and pictures
- Ensure furniture is arranged and organized
- Clean kitchenette area including wiping counter and sink

Bathrooms – will be checked and cleaned daily or depending on use

- Scrub and disinfect toilets and sinks
- Broom sweep, mop and/or vacuum floors
- Clean mirrors
- Keep toilet paper, paper towels, soap etc. stocked
- Empty trash bins into the dumpster

Classrooms/Youth Room – these tasks will be performed weekly based on use

- Broom sweep/mop floors, dust where appropriate
- Vacuum carpeted areas
- Empty trash bins into the dumpster

Fellowship Hall and Stage Area – these tasks will be performed daily or as needed:

- Dust mop the floors daily and following any event
- Scrub floor bi-weekly or as needed
- Empty trash bins into the dumpster

Nursery – these tasks will be performed weekly or as needed

- Clean and disinfect areas, such as changing tables, cribs, etc.
- Vacuum carpets
- Empty all trash bins into the dumpster

Kitchen – these tasks will be performed weekly or as needed

- Sweep and mop floors (moved islands to clean under)
- Wipe down all surfaces
- Scrub sinks
- Additional cleaning as required
- Empty all trash bins into dumpsters daily

2. MINOR MAINTENANCE RESPONSIBILITIES

- Check lighting, electrical, plumbing and report to Head of Staff or designee items to be repaired or replaced
- Check facility for security (windows and doors are locked)
- Identify painting needs and report to Head of Staff or designee
- Additional minor maintenance items as assigned by Head of Staff or designee.

3. ADDITIONAL RESPONSIBILITIES

- Maintain storage areas in a clean and orderly manner
- Sweep and dust hallways and steps as necessary
- Inventory supplies to be ordered and give to church secretary

4. OTHER

- Demonstrate Christian hospitality to all who use the church facilities

5. QUALIFICATIONS

- Excellent organizational and time management skills, self directed and motivated
- Maintain a high level of productivity in the performance of duties
- Detail oriented about specific tasks and able to complete tasks in a timely manner.

6. EVALUATION

- Evaluation processes will be included as found in the Personnel Policy of the Parkwood Church.

The job description is not constructed as an exhaustive statement of duties and responsibilities. The job description is subject to change and all employees may be required to perform any job related function as requested by the Head of Staff subject to reasonable accommodation.

PLEASE SEND A LETTER OF INTEREST AND THREE REFERENCES TO:

parkwoodpresbyterian@gmail.com