

**PART-TIME CUSTODIAN
FIRST PRESBYTERIAN CHURCH, SALINA, KANSAS
POSITION DESCRIPTION**

CONCEPT:

The main responsibilities of the Part-Time Custodian include: consistent Sunday onsite staff presence for worship preparation, custodial coverage and building security, in addition to weekly cleaning and care for the facility, setup and assistance for activities, light maintenance, and other duties as assigned by the Lead Custodian/Maintenance Technician.

RELATIONSHIPS:

The Part-Time Custodian shall be directly responsible to the Lead Custodian/Maintenance Technician, who reports directly to the Church Administrator. Custodial staff are ultimately accountable to the Session through the Personnel Committee, and the Lead Pastor/Head of Staff.

QUALIFICATIONS:

- a high-school education or equivalent
- a basic knowledge of cleaning processes and fundamental understanding of building/grounds maintenance
- the physical capability to perform required tasks
- tolerance of work in extreme temperatures
- able to lift 75 lbs. (set up/tear down tables, carry cases of paper, etc.)
- go up and down ladders
- bend, stoop, squat, push, pull
- dependable transportation
- self-motivation, and the ability to complete tasks in a timely manner with minimal supervision
- good interpersonal skills and the ability to take direction

SPECIFIC RESPONSIBILITIES:

Weekday Responsibilities:

1. To provide quality cleaning according to daily cleaning assignments
2. To provide set-up assistance as needed to lock up the building and provide for the security of the building when necessary, and be available on-call after hours to provide backup for Lead Custodian/Maintenance Technician
3. To assist in completing light maintenance tasks around building/grounds as needed

Wednesday (Midweek Manna) Responsibilities: (when program is in session)

1. Work an adjusted schedule on Wednesdays for MWM service, from 4 pm – 7 pm
2. Setup/Tear-down for Midweek Manna as per the MWM checklist

Sunday Responsibilities:

1. To provide onsite staff presence, worship preparation and building security for Sunday worship and special worship service events as needed: (funerals, weddings, etc.)
2. To provide cleaning services according to the Sunday cleaning schedule
3. To be a positive and welcoming presence for persons attending church activities
4. To assist persons attending church activities as necessary
5. To ensure worship and meeting spaces are set up and ready as needed for Sunday activities
6. To lock up the church as necessary after Sunday activities
7. To address parking issues in consultation with the Lead Custodian/Maintenance Technician

8. To provide for the safety of persons attending church events as needed, including salting walk areas and shoveling snow when needed

OTHER:

Other duties as assigned

COMPENSATION:

This part-time (non-exempt position) is paid biweekly. This is a 15 hour a week (Mon-Fri) afternoon position, with an additional 5 hours worked each Sunday morning. Backup custodial coverage provided by the Lead Custodian/Maintenance Technician.

The Lead Custodian/Maintenance Technician, in consultation with the Church Administrator, shall have the authority to occasionally authorize additional hours of work when necessary. There are no benefits attached to this position.

EVALUATION:

The first 90 days of employment shall be an orientation period with reviews occurring at 3 and 6 months.

Review of work done and evaluation of the tasks and concepts of the position will be conducted according to the current Personnel Committee policies.

Approved by Session 8/16/2021