

**EVENING CUSTODIAN (Second Shift)**  
*POSITION DESCRIPTION*

Purpose

The purpose of the Custodian is to maintain the Church's facilities in a manner that supports the ministry and vision of First Church.

Primary Responsibilities

1. Open buildings for any scheduled events and secure buildings when events end.
2. Set up or tear down for ministry groups as needed.
3. General cleaning of areas that are used by ministry groups—Includes vacuuming, dusting, mopping, Restroom cleaning, Kitchen cleaning, trash removal, etc.
4. Help with occasional seasonal maintenance as needed (includes lawn/landscape care and snow/ice removal).
5. Extra hours on occasion to cover for other custodian's absences or during busy church seasons.
6. Other tasks to fulfill the purpose of the congregation as assigned by the Facilities Manager.

Requirements of physical and mental capabilities

- Ability to lift 40 lbs.
- Ability to climb a 12-foot step ladder
- Interpersonal skills
- Attention to detail
- Ability to follow instructions
- Ability to organize work flow
- Ability to accept change

Details

1. The position is 20 hours per week.
2. Compensation is reviewed and recommended to the Lead Council by the Staff Parish Relations Committee on a yearly basis.
3. Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook.
4. All Safe Sanctuary Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received on all employees.
5. The supervisor is the Facilities Manager.
6. All job descriptions are subject to change.

Responsibilities detailed:

- a. Check mailbox at beginning of shift
- b. Check church calendar daily
- c. Additional hours for special services / events
- d. Carry cell phone at all times during shift
- e. Report mechanical / building issues to Facilities Manager
- f. Report needed supplies to Facilities Manager
- g. Occasional after hours/weekend snow removal