

# JOB DESCRIPTION

**Position:** Custodian (Second Shift)

**Location:** First Church Williamsport | Williamsport, PA

**Hours:** Part-Time Hourly (up to 20 hours per week, 5:30 PM - 9:30 PM)

## 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. Keep inside areas of facilities cleaned and organized.
2. Responsible for opening/closing facilities as ministries require.
3. Keep facilities ventilated and/or heated & cooled as needed, according to the season.
4. Keep areas outside the facilities clean, neat, and orderly, e.g., trim grass and shrubbery, remove trash & leaves, clear sidewalks of ice/snow, etc.
5. Be available for special services/programs/events as needed.
6. Periodically cover vacation hours of other custodians and be available for special events.
7. Responsible for working at all First Church properties as assigned.
8. Must be willing to operate heavy equipment such as buffers, floor machines, mowers and snow blowers.
9. Must have valid driver license and vehicle to perform duties at all locations.
10. Ability to work with minimal supervision.
11. Other tasks to fulfill the purpose of the congregation as assigned by the Facilities Manager.

## Details

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

## Details of Additional Responsibilities

- Check mailbox at beginning of shift
- After hours / weekend snow removal
- Special services / events
- Carry cell phone at all times during shift
- Report mechanical / building issues to Facilities Manager
- Report needed supplies to Facilities Manager

*Revised December 2024*

