

JOB DESCRIPTION

Position: Head Custodian

Location: First Church Williamsport | Williamsport, PA

Hours: Part-Time (20 hours a week, Monday - Friday, from 10 AM - 2 PM)

Purpose: The purpose of the Head Custodian is to maintain the Church's facilities, property and equipment in a manner that supports the ministry and vision of First Church and provide for the facility needs of ministry groups.

Primary Responsibilities

1. Provide routine maintenance of equipment and building repairs and improvements including plumbing, electrical and carpentry.
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. Other tasks to fulfill the purpose of the congregation as assigned by the Director of Operations.

Details

- Compensation is reviewed and recommended to the Lead Council by the Staff Parish Relations Committee on a yearly basis.
- Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook. Position is eligible for the retirement plan, vacation time and overtime.
- All Safe Ministry Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received on all employees.
- The supervisor is the Director of Operations.
- *All job descriptions are subject to change.*

Other Responsibilities:

- Check mailbox at beginning of shift.
- After hours / weekend snow removal.
- After hours / weekend special services / events.
- Carry cell phone at all times during shift.

Revised February 2025.

