

WESTMINSTER PRESBYTERIAN CHURCH

Job Title: Custodian for church, except Roberts Hall and Kitchen
Supervised by: Church Pastor, as head of staff at Westminster Presbyterian Church and to the Session as the governing body of the church.
Revised: September 21, 2020

Function: The Custodian is responsible for the appearance, cleanliness, and maintenance of buildings and grounds at Westminster Presbyterian Church, Ottawa, KS.

Custodian Responsibilities: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Keep the church facility clean, attractive, and well-maintained, inside and out, ensuring that it is presentable at time of use. Cleaning duties include:
 - Cleaning restrooms twice times per week
 - Cleaning sanctuary once per week.
 - Vacuum, sweep and mop hallways, offices and rooms weekly.
 - Empty office trash and recycling as needed
 - Clean library, nursery, choir room, sacristy, Fireside room and Disciples' room once per week.
 - Clean glass windows in doors each week. Clean courtyard windows once per month.
 - Clean up after weddings and outside groups using church – may include some weekend work.
 - Clean downstairs once a week.
2. Prepare the sanctuary and other rooms for worship services and church events.
3. Notify office manager when cleaning supplies, paper towels, etc. are needed.
4. Check all rooms on Friday or Saturday.
5. Move furniture, equipment, supplies, and tools as needed.
6. Sweep the sidewalks and building entrances once per week.

Required Qualifications:

1. Possess a high school diploma or hold a general education degree (GED) certificate and general custodial experience.
2. Be conscientious and able to work independently (unsupervised).
3. Be familiar with custodial equipment (e.g. ladders, floor buffers, carpet cleaners, etc.).
4. Have strong customer service skills and the ability to get along with others.
5. Be in good physical health.
6. Be cooperative and show respect and courtesy to all church staff, church members, and church guests.
7. Conduct and present oneself in a manner fitting a church staff member.
8. Perform cleaning and maintenance duties throughout the church each week.
9. Be flexible in availability to accommodate the schedule of church activities.

Special Conditions: This position is classified a part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 15 hours per week.

Background Check: The Custodian shall submit to and pass a background check as a condition of employment.

The Pastor will review staff performance annually, update job descriptions (if necessary) and address any concerns or suggestions on how we can further the mission of the church.

Compensation based on experience.