

WESTMINSTER PRESBYTERIAN CHURCH

Job Title: Roberts Hall/Kitchen Custodian
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 Roberts Hall and the Kitchen 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 Roberts Hall/Kitchen clean, attractive, and well-maintained, ensuring that it is presentable at time of use. Duties include:
 - Clean kitchen weekly.
 - Sweep and mop Roberts Hall weekly.
 - Clean stove and ovens, at least twice a year.
 - Clean range hood annually/
 - Set up or take down tables and chairs as needed.
 - Clean balcony twice a month.
2. Notify office manager when cleaning supplies, paper towels, etc. are needed.
3. Check rooms on Friday or Saturday.
4. Move furniture, equipment, supplies, and tools as needed.

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 5 hours per week.

Background Check: The Roberts Hall/Kitchen 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.