**Title:** Church Custodian (part-time, approximately 10-12 hours per week)

**Primary Responsibilities:** To ensure that the building and grounds of the First Christian Church of Downers Grove are maintained in accordance with the highest quality standards; and to ensure that the building and grounds are safe, clean, and prepared for the ministries of the church, in coordination with the Property Manager and Senior Minister. Respond to work requests and orders in a timely, courteous manner. Responsibilities include but are not limited to:

1. General cleanliness of the Church and Annex buildings.

2. Floor care: sweeping, mopping, and vacuuming.

3. Trash: emptying trashcans and recycling items into outside containers, taking trash and recycling containers to and from curb for weekly Friday pickup.

4. Washrooms: cleaning and sanitizing.

5. Church, and Annex: removing trash, dusting and cleaning chairs, furniture, shelves, ledges, windows, counters, walls, etc.

6. Maintain inventory of cleaning supplies; purchase supplies and provide Property Manager with receipts for reimbursement.

7. Other tasks include watering plants, flushing water down boiler room drain; cleaning up spills and black marks on floor (e.g. Fellowship Hall); clean, disinfect, and polish door knobs, wall switches, and door guards; miscellaneous repairs; changing light bulbs; maintaining storage areas, keeping them clean and accessible.

8. See also the Custodial Project List provided by the Property Manager.

**Grounds and Building Exterior:** Monitor landscape and grounds of Church and Annex, including lawn and paved areas. Remove snow from walks and entrances, if necessary. Clean up fallen branches and litter. Remove weeds from parking lot pavement as needed.

Clean windows and doors. Check bulbs in exterior lighting fixtures; replace as needed. Repair any siding issues or communicate issues to Property Manager for evaluation.

# Supervisory Authority and Evaluation: The Senior Minister will serve as the immediate supervisor and primary contact person, with the assistance of the Property Manager. The Personnel Committee, in consultation with the Minister, will administer an annual review and evaluation of work and compensation.

**Termination and Grievances:** A two (2) week notice would be appreciated should the Custodian wish to terminate his/her employment. The Custodian will be given a minimum of two (2) weeks’ notice if the Church Council finds dismissal necessary. If any complaints or grievances cannot be resolved satisfactorily by the Minister and/or staff, the Personnel Committee will negotiate the final decision.

**Requirements:**

Self-starter: must be able to initiate a project and direct it from conception to completion.

Perform all responsibilities in a Christian spirit demonstrating respect to staff, guests, and church members.

Demonstrate knowledge of work safety rules and laws.

Demonstrate knowledge of housekeeping products and applications, and proper use of housekeeping equipment.

Demonstrate knowledge of heating, cooling, fire safety, electrical, mechanical, and other systems, with an understanding of when to notify the Property Manager for service.

High school diploma or GED equivalent.

Understand and act in accordance with the Safe Church Policy and the Human Resource Policy of the First Christian Church of Downers Grove.

Must have a background check before employment.

An I-9 employment verification will be required.