

POSITION DESCRIPTION 06/01/2020
CUSTODIAN
FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

JOB RESPONSIBILITIES

Job responsibilities are defined below to be carried out on a weekly basis (except as noted). Weddings, memorials or other special functions might require changing the day. All tools and materials shall be provided by the Church. The Custodian may also make recommendations for new tools to the Finance and Facilities Team; however, the Church will not be obligated to purchase any new tools.

1. Vacuum and mop floors, empty trash into dumpster.
2. Kitchen – wash counter tops, check & replace paper towels in dispensers as needed
3. Restrooms – wash sinks and counters, scrub bowls, toilets and urinals. Check and replace toilet paper and towels as needed.
4. Fellowship Hall – remove all cobwebs, clean drinking fountain, dust baseboards and window sills monthly
5. Sanctuary and Narthex, and chancel area, remove all cobwebs, dust baseboards monthly
6. Church Offices (Fisk House) Scrub toilet bowl, wash sink, replace toilet paper and paper towels as needed, vacuum and dust including baseboards and window sills monthly
7. Eastman Education Center – Clean sinks and toilets in restrooms, check and replace toilet paper and paper towels as needed. Mop floors, vacuum and dust including baseboards and window sills monthly. Wipe down all chairs tables and door knobs with cleansing agent.
8. Replace lightbulbs as needed. Dust ceiling fans as needed.
9. Clean doors as needed.
10. Set up for Taize worship and Women's Fellowship meetings.
11. Set up for events as pre-arranged and authorized by supervisor.

TERMS AND CONDITIONS

1. Employee performance will be evaluated on an on-going basis as needed to promote improved communication. A formal performance evaluation will be done once a year.
2. The hourly wage for this position is \$15.00 to be paid bi-monthly.
3. The employee shall work 8-10 hours a week or up to 50 hours a month. The employee is to keep a timecard. The timecard is to be turned in on the 10th

and the 25th of each month. If either of those dates fall on a weekend, the timecard must be turned in on the previous Friday.

4. If, for any reason, employee is unable to perform his/her duties in a given week, he/she will advise the Pastor.
5. Employment may be terminated by either party upon two weeks' notice in writing.
6. When extra work is required after a Memorial or Wedding service, the custodian will receive payment directly from the family using the Sanctuary; \$50 to \$100 is the suggested range.
7. Additional services for special events may be negotiated by the parties involved.