

**First Presbyterian Church of Alma**  
Alma, Michigan  
Position Description

**Custodian**

**Purpose:** The Custodian provides the essential custodial and cleaning services for the church, and performs other related work as required by the Pastor.

**Relationships:** Custodian is the under the direct supervision of the Pastor.

**Essential Job Function:** Job performance will occur within 9 hours per week or less, unless specifically directed to perform additional emergency tasks by the Pastor, and will take place when areas being cleaned are vacant.

The employee in this position ensures proper inventory of supplies and stock in janitor closets and reports damaged items, items that need to be repairs/replaced, or building issues that require attention to the Pastor.

The Custodian performs the following duties with the recommended frequency:

- Education wing basement: check bathrooms and clean as needed which may be weekly or less frequently.
- Office wing basement: check bathrooms and clean as needed which may be weekly or less frequently, check the kitchenette, collect trash.
- Fellowship Hall: on a weekly basis, vacuum the carpeting and clean the tile floor, clean the bathroom, collect trash.
- Kitchen: on a weekly basis, remove the mats and wet mop the floor, collect trash.
- Education wing - main floor: on a weekly basis, clean both bathrooms, collect trash, clean floor as needed,
- Area used by St. John's Episcopal Church: on a weekly basis, vacuum and dust the Four Seasons Room, clean the bathroom, vacuum the church office, collect trash.
- Garden Room: on an as needed basis vacuum, dust, check the kitchenette.
- Narthex: on a weekly basis dustmop and/or wet mop as needed, collect trash.
- Sanctuary: on an as needed basis vacuum and dust/de-web.
- Administrative Offices: on a weekly basis vacuum, dust, and collect the trash; clean Pastor's bathroom.

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge of safety procedures involved in janitorial work.
- Skill in the use of janitorial equipment, tools, and materials.
- Ability to work independently and complete assigned work in a timely manner.

- Ability to establish effective working relationships and use good judgement, initiative when dealing with other employees, volunteers, and the public.
- Ability to coordinate multiple tasks, adjust to changing priorities, and work within deadlines.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Can perform moderate to heavy physical activity and exertion, including lifting up to and including 40 pounds.
- Can work safely while being regularly exposed to fumes, dust, chemicals or other hazardous materials, loud equipment and other dangers associated with facilities maintenance and custodial activities
- Has the strength, stamina and physical coordination required to participate in moderate to heavy physical labor including lifting heavy items and walking for extended periods.
- Has the vision capabilities and manual dexterity needed to operate all assigned equipment and complete tasks.

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