



Written 1/09
(Rev.1 3/09)

MT PLEASANT PRESBYTERIAN CHURCH

POSITION DESCRIPTION

POSITION TITLE: Custodian

COMPENSATION STATUS: Part time exempt

PURPOSE: To maintain Mt. Pleasant Church buildings and grounds in a clean, orderly, cost efficient manner that demonstrates to all who use and visit the facility our appreciation and respect to God for all that he has entrusted to our care.

QUALIFICATIONS:

- Self starter/motivator with a desire to keep all areas neat and clean
- Physically able to perform tasks requiring lifting, reaching, and working from elevations, both indoors and out
- Capable of working hours outside normal church/day care operations

RESPONSIBILITIES:

- Clean, sanitize, and restock bathrooms
- Clean furniture; empty/clean trash containers; wash accessible interior and exterior windows; clean blinds; launder cleaning rags and dust mops
- Maintain all floor surfaces using hand and powered equipment and materials supplied by the church
- Wash walls and equipment using ladders and scaffolds when required
- Inventory and obtain necessary supplies and equipment
- Collect/process recyclable materials
- Perform outside cleaning and related activities such as removing snow or debris from sidewalks and grounds using hand tools or small power equipment when necessary
- Assist in setup of the sanctuary for worship; include maintaining hymnal boards and ensuring book and card holders are properly stocked
- Assist in setup of facilities for meetings, classrooms, conferences, events, etc.; move furniture and equipment as needed
- Identify and perform minor maintenance as required; replace light bulbs as needed

- Bring maintenance items outside the scope of the custodian to the attention of the Elder in charge of buildings and grounds
- Maintain a list of maintenance requests and completed work
- Respond to emergencies when necessary
- Lock and unlock assigned buildings; secure buildings when not in use; turn off lights
- Safely operate all vehicles and other job related equipment
- Attend staff meetings
- Assist in the instruction and supervision of volunteers
- Perform other related duties as required
- Maintain a good working relationship with all bodies within the church

ACCOUNTABILITY: Accountable to Mt. Pleasant Session through the Personnel Committee. Reports to Head of Staff for day-to-day operations.

RELATIONSHIPS: Relates to all users of the Mt Pleasant Church facilities regarding maintenance and custodial issues.

PERFORMANCE EVALUATION: Performance reviews will be conducted annually by the Session Personnel Committee and referred to Session. The Session Personnel Committee will annually review the adequacy of compensation.

Note: Mt Pleasant Church reserves the right to change and/or add duties to this position providing the changes and/or additions are consistent with the job classification.