

CUSTODIAN/MAINTENANCE PERSON - JOB DESCRIPTION

- Qualifications:** Previous custodial experience desirable
Previous maintenance experience preferred. Knowledge of electrical, plumbing, carpentry and mechanical items highly desirable
Ability to work a flexible schedule
Physically able to perform duties as described
- Duties:**
- Daily Duties:**
- Check doors, windows, lights, and thermostats. Set thermostats and timers appropriately
 - Survey grounds and remove debris/including outside stairway/clear drain
 - Clean rest room sinks, toilet, mirrors, etc, and replenishes rest room supplies
 - Set up and take down rooms as needed for meetings and activities
 - Vacuum, dust, and clean rooms that have been used
 - Check and empty waste baskets, and place in the dumpster
 - Perform routine maintenance. Replace light bulbs, fuses, breakers, etc, as needed. Also, repair chairs, tables, windows, doors, etc, as needed
 - Attend to maintenance issues submitted in mail box
 - During heating season maintain treatment levels in steam boiler
- Weekly Duties:**
- Clean rest room floors, vacuum all carpeted areas, and dust all tile floors
 - Dust and clean all church pews
 - Set up for Sunday activities/courtyard services in summer
 - Repair church grounds and facility as needed (i.e.: electrical, plumbing, mechanical, and carpentry repairs) if possible
 - Maintain kitchen cleanliness
 - Complete time sheet and submit to Bookkeeper
 - Empty coffee pot weekly following Sunday Services
- Seasonal Duties:**
- Clean/shovel walks, stairs and ramp of snow, salt foot traffic areas
 - Maintain grounds, sweep walks, weed
 - Wash windows at least twice per year, clean and replace screens/storm windows
 - Strip, wax, and buff wood and tile floors, a minimum of once a year
 - Paint inside and outside of facility as needed
 - Cover air conditioning units in fall, uncover in spring
 - Clean basement window wells
- Other Duties:**
- Order required custodial supplies as needed, for example paper products or cleaning goods. Any other supplies shall be approved by the Pastor.
 - Report to the Property Chair/Executive Council on needed repairs and material required for repair and the status of repairs
 - Make arrangements for replacement when absent, inform Pastor of what arrangements have been made
 - Set up and clean up for funerals and weddings at direction of Pastor or the Executive Committee
 - Perform other duties as directed by the Pastor or the Executive Committee
 - Attend staff meeting at the direction of the Pastor

Job requires approximately 15-20 hrs. per week