

St. James Presbyterian Church

Job Description

Church Custodian

Purpose

To perform janitorial duties around the facilities of St. James Presbyterian Church.

Responsibilities

1. Perform regular weekly janitorial functions in cleaning the church sanctuary, narthex, Horizon Room, hallways and stairwells, restrooms, office, nursery and fellowship hall. This includes vacuuming, mopping, dusting, washing, and general clean-up of the designated areas.
2. Empty all garbage and wastebaskets twice per week, minimum.
3. Keep all restrooms clean and sanitary with appropriate supplies.
4. Keep custodian closets clean and orderly.
5. Perform other duties as required.

Accountability

Work schedule is to be coordinated with the Building and Grounds Committee. The custodian reports directly to the Pastor.

Qualifications:

1. Knowledge of or ability to learn methods and procedures in janitorial services, supplies and equipment.
2. Knowledge of safety practices.
3. Physical stamina to perform vigorous work.
4. Reliability in working independently or with minimal supervision.

Terms

1. This is a part time position, 10 hours per week.
2. The hourly rate is determined annually by the Session.
3. The position receives paid vacations, holiday and sick leave per church personnel policy.
4. There are no additional employee benefits beyond the standard Social Security and Worker's Compensation.
5. Custodians are not expected to be responsible for cutting the grass, cleaning windows of Horizon Room, or changing light bulbs in the top of the sanctuary.

Updated 6/4/18