

NARBERTH PRESBYTERIAN CHURCH
205 Grayling Ave.
Narberth, PA 19072

Position Description

I. TITLE

Weekend Custodian

II. PURPOSE OF POSITION

To maintain the cleanliness and neatness of the church facilities, to facilitate room setups for Saturday and Sunday church activities and to provide facility supervision for regular Sunday services and special weekend services or events (weddings, memorial services, concerts, etc.).

III. ACCOUNTABILITY

The custodian reports to and receives regular work assignments from the Business Administrator and is accountable to the Board of Elders (Session).

IV. WORKING RELATIONSHIPS

The custodian works in a cooperative and collegial way with other property and support staff to maintain the church property for effective ministry activities. Also, when other staff or volunteer leaders need on-the-spot custodial assistance, the custodian is expected to assist as appropriate.

V. RESPONSIBILITIES

A. Maintain the cleanliness of the church building and facilities through an established weekend cleaning schedule including:

- Emptying trash receptacles throughout the building and placing trash in dumpster.
- Sweeping, mopping and vacuuming floors as appropriate.
- Cleaning / sanitizing kitchen counters, appliances and sinks.
- Dusting / wet wiping desks, pews, window sills, tables, mirrors, pianos, etc.
- Shampooing carpets and seat cushions; stripping / waxing tile floors
- Cleaning and sanitizing all nursery school classrooms and restrooms (daily).
- Cleaning and sanitizing all other bathrooms as scheduled.
- Restocking soap, towel and other dispensers throughout the building.
- Vacuuming / sweeping building entry areas (inside and outside).

B. Provide facility supervision for Sunday worship services and other weekend events including:

- Opening/unlocking and closing/locking the building, adjusting heating, A/C, lighting.
- Checking building for cleanliness and addressing any cleaning needed.
- Setting up and/or arranging chairs or other furniture or equipment needed for Sunday school or worship services.
- Lighting alter candles for both worship services and extinguishing them after services.
- Relocating audio visual equipment to appropriate rooms as needed.
- Assisting with setting up risers, portable platforms and other special event items.

VI. EVALUATION

The Business Administrator will meet annually with the Weekday Custodian to review his or her work performance and a written appraisal of this review will be submitted to the Personnel Committee of Session and filed in the employee's personnel file.

VII. QUALIFICATIONS

A. Candidates should exhibit the following personal characteristics:

- A confessed commitment to the Christian life and Church.
- A personal acknowledgement of and commitment to the NPC "Core Values"
- The ability to work collegially with church staff, volunteers and church members.
- A detail oriented and conscientious work ethic.

B. Candidates should have the following work experience and physical skills:

- At least 2 years' experience as custodian, janitor, or a similar role
- A working knowledge of cleaning equipment and how to maintain it
- Stamina, good physical condition, and strength
- Ability to work 6 hours on your feet and the physical strength to lift 30 pounds
- High school diploma is preferred, but not required

VIII. WORK SCHEDULE

The Weekend Custodian's work schedule is Saturday and Friday; 14 hours per week; usually scheduled from 7:30 a.m. to 3:30 p.m. Those hours can be adjusted or increased on occasion due to custodial needs for a specific activity or service (i.e. Weddings, Funerals, special events).

IX. EMPLOYMENT STATUS

Part-time; Non-Exempt