

POSITION DESCRIPTION: CUSTODIAN

First Presbyterian Church of Strasburg

ACCOUNTABILITY

The Supervisor (Pastor-Head of Staff) has supervisory responsibility over all staff. The Board of Trustees has functional oversight over the Custodian.

RESPONSIBILITIES

The Custodian is responsible for the care and minor maintenance of the interior and exterior of the church campus buildings and grounds. The responsibilities of the Custodian are to:

1. Vacuum carpeted floor areas two times per week.
2. Dry mop tile floors once a week; scrub and wax all tile floors once a year.
3. Wash dry-erase boards weekly.
4. Dust furniture weekly, blinds at least monthly.
5. Straighten up sanctuary each Monday; clean, dust, polish, and vacuum sanctuary each Friday.
6. Replace burned-out light bulbs, batteries, filters, and do other minor maintenance.
7. Dust woodwork every two months. Wash woodwork at least annually.
8. Wash all windows inside and out at least annually. Wash foyer windows monthly, more often as necessary.
9. Keep restrooms clean and sanitary at all times. Keep soap and towels stocked. Wet mop restroom and preschool floors three times per week.
10. Set up and take down furniture for events.
11. Empty waste cans daily, or more as needed.
12. Sweep sidewalks and keep outside property free of litter.
13. Keep walks and steps free from snow and ice. Additional help as required will be provided by The Board of Trustees. Apply ice melt as needed.
14. Wet mop slate floors weekly, as close to Sunday as possible, or more often as needed.
15. Remove spots from carpet as soon as possible.
16. Dust foyer chandeliers monthly.
17. Wet mop kitchen floor on Monday; more often if needed.
18. Be able to lift 50 pounds and carry up a flight of stairs.
19. Other duties as assigned by the Pastor or Board of Trustees.
20. Become familiar with the physical plant of the church and meet service contractors
21. Attend the trustee meetings, check trustee email address

HOURS

A normal week would average 30 hours. Hours and schedule will be flexible and will, on occasion, include weekends and evenings.