

First Presbyterian Church of Strasburg

POSITION DESCRIPTION: CUSTODIAN

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 repair of the interior of the church building. The responsibilities of the Custodian are to:

1. Clean, dust, polish, and vacuum sanctuary each Friday. Straighten up sanctuary each Monday and as needed.
2. Vacuum carpeted floor areas two times per week.
3. Remove spots from carpet as soon as possible.
4. Dry mop slate floors weekly, or as needed.
5. Slate floors to be wet mopped weekly, as close to Sunday as possible.
6. Wet mop kitchen floor on Monday; more often if needed.
7. Always keep restrooms clean and sanitary:
 - a. Ensure restroom supplies are consistently replenished.
 - b. Wet mop restroom and preschool floors three times per week.
8. Set up and take down furniture for scheduled weekly events.
9. Dust furniture weekly, blinds at least monthly.
10. Empty waste cans daily, or as needed
11. Wash dry-erase boards weekly.
12. Dust woodwork every two months.
13. Clean foyer windows monthly or as needed.
14. Replace burned-out light bulbs and batteries.
15. Perform minor maintenance working with Trustees.
16. Be able to lift and carry heavy items up the stairs.
17. Other duties as assigned by the Pastor or Board of Trustees.
18. Become familiar with the physical plant of the church and meet service contractors
19. Attend the trustee meetings when needed.

HOURS

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

Additional Responsibilities

1. Wash woodwork at least annually
2. Scrub, and wax all tile floors annually
3. Wash all windows inside at least annually.
4. Dust foyer chandeliers as needed.

Approved by Session _____