

**Whitworth Community Presbyterian Church  
Position Description**

**Job Title:**        **Custodian**

**Reports To:**     Facilities Manager

**FLSA Status:**   Non-exempt, 15 hours per week

**Revised:**        January 30, 2012

**Job Summary:** To assist in keeping the church building, bright, clean and inviting to all whom enter; participate in the security of the building and grounds. To accomplish room set-ups as directed. Assist in the maintenance of the church grounds. This job requires flexible day, evening, and weekend hours.

**Essential Duties and Responsibilities:**

1. Clean and sanitize all rest rooms; keep paper products well supplied; mop floors as necessary.
2. Sweep and mop all other hard surface floor areas as directed.
3. Empty all trash receptacles in the building each day.
4. Keep all entryways clean and free of obstructions. Sweep or vacuum inside entries as needed.
5. Dust all countertops, desktops and misc. surfaces on a regular basis. Give particular attention to desktops in all offices.
6. Vacuum carpeted areas as per schedule.
7. Clean inside windows regularly.
8. Clean kitchens. Including the counter-tops, cabinet facings, stoves, sinks, and microwaves. Make sure that adequate cleaning and hand washing supplies are stocked.
9. Keep courtyard furniture and grounds free of trash.
10. Inform Facilities Manager of any maintenance needs.
11. Help set up of rooms for meetings, classes, and events as necessary. This includes setting up necessary tables, chairs, audio/visual equipment, etc.; and/or putting away tables, chairs and equipment following event. Quall Hall & Tiffany Hall set-ups will also require an element of cleaning before and after events.
12. Lock and secure the building each evening you are scheduled to work.
13. Other duties as may be assigned by the Facilities Manager.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

**Education:** High School diploma required.

**Experience:** Some experience in cleaning commercial building. Knowledge of proper use of cleaning solutions and implements preferred.

**Essential Job Skills, Knowledge and Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is expected to use proper body mechanics and appropriate assistive devices.

1. A life that reflects and encourages a close, personal relationship with Jesus Christ.
2. Person constantly stands/walks up to 3hrs/day for 3-7 miles/day performing duties.
3. Frequently lifts/carries 1-10 pounds of various cleaning supplies, chairs, etc. This work may have duration of one or two hours in setting up a room for services and large events.
4. Frequently lifts/carries 25-30 pounds of buckets with cleaning solution /water; tubs of dishes; vacuum cleaners, moving tables to set up rooms. Occasionally lifts up to 50-60 pounds to move furniture, stage pieces or sound equipment.
5. Frequently pushes/pulls up to 10 pounds of force while using cleaning carts, wet/dry mops and vacuums.
6. Frequently bends while dusting/cleaning rooms and occasionally twists when cleaning bathrooms and cramped rooms.
7. Occasionally crouches/kneels up to 2 hrs /day cleaning under furniture.
8. Frequently reaches at shoulder levels while cleaning around windows and under furniture.
9. Constantly handles/grasps cleaning supplies and frequently vacuums/mops up to 3hrs/day.
10. Regularly uses step ladders for cleaning.

**ENVIRONMENTAL FACTORS:** Exposed to cleaning solutions and dust. Outdoor temperatures may range up to 90 degrees in summer months.

**Status:** 15 hours per week.

This position is non-exempt and without benefits and is subject to Federal Wage & Hour Regulations.

**Acknowledgement:** I have read this job description and fully understand the requirements set forth. I accept and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**