

# Westminster Presbyterian Church

## Job Description

<b>Job Title</b>	Custodian
<b>Department</b>	Facilities
<b>Reports To</b>	Church Administrator
<b>Date</b>	11/01/23

**Overall Responsibility**

Maintaining the overall appearance of the Westminster Facility. This includes the four wings of the building.

**Key Tasks and Responsibilities**

- Opening and closing the building Monday through Sunday; this includes activating and deactivating security alarm.
- Cleaning Sanctuary, Narthex, Spellman Hall, Kitchen, Education Building, Pre-school, Music room, Office and surrounding hallways and bathrooms.
- Making coffee for Sundays and special events.
- Minor repairs of various equipment and property of the Church.
- Changing light bulbs.
- General setup and takedown for various events throughout the facility.
- Replenish supplies as needed from stock.
- Clean out gutters in Courtyard as needed.
- Completes other duties and projects as assigned by supervisor.

**Skills and Attributes**

- Ability to work independently and be a good teammate, with a passion to serve where needed.
- Ability to perform tasks and responsibilities satisfactorily.
- Ability to carry out instructions furnished in oral or written form.
- Must frequently lift and/or move 10 pounds and occasionally lift and/or move 50 pounds.
- Ability to perform handyman tasks desired.
- Understanding of church life and rhythms

**Education/Experience**

- High School Diploma or equivalent
- Minimum of 2 years custodial or maintenance experience
- Preference working in a church environment

**Approvals**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_