

**Village Seven Presbyterian Church**  
**Job Description**

**Job Title: Custodian**

**Purpose:** This position is a ministry of hospitality, service, and helps that is responsible for performing custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms, cleaning classrooms and offices, setting up rooms, and meeting the facility needs of users.

**Department:** Facilities

**Reports to:** Facilities Manager

**Pay Type:** ☒ Hourly ☐ Salaried

**Time Required:** 40 hours per week

**Eligible for Overtime:** ☒ Yes ☐ No

If no, check type of exemption: ☐ Professional ☐ Executive ☐ Administrative ☐ Ministerial

**Work Days and Hours:** Wednesday through Sunday, 2:30 pm to 10:00 pm

**Supervisory Position:** ☐ Yes ☒ No

If yes, check type: ☐ Employees #\_\_\_\_\_ ☐ Contract Wkrs #\_\_\_\_\_ ☐ Volunteers #\_\_\_\_\_

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**Job Titles Supervised (if applicable):**

**Works closely with:** Church Staff, the congregation

**Duties and Responsibilities:**

As assigned:

- a. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers
- b. Setup facilities for meetings, classrooms, conferences, events, etc. per room requests
- c. Clean and sanitize restrooms using established practices and procedure
- d. Refill restroom dispensers
- e. Replace light bulbs
- f. Assist with stripping, cleaning, buffing, or applying floor sealer and finish to hard surface floors
- g. Vacuum carpets and assist with shampooing as needed
- h. Use and maintain assigned power equipment and hand tools- buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- i. Wash walls and equipment; use ladders when required in work assignments
- j. Lock and unlock assigned buildings; secure building when facilities are not in use checking for unlocked doors and windows; report any unauthorized occupants, turn off lights

- k. Follow instructions regarding the use of chemicals and supplies- use as directed
- l. Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment
- m. Move furniture, equipment, supplies, and tools on an incidental basis
- n. Wash accessible interior and exterior windows per schedule or as needed; clean blinds
- o. Other duties assigned by the Facilities Manager or shift leader

### Minimum Requirements:

**Faith:** This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission and agrees with our Statement of Faith. There is no other background that can substitute for this requirement.

**Education:** High School diploma or the equivalent; other background may be substituted for this requirement providing it demonstrates suitable experience, knowledge and skills.

### Skills and Abilities:

- Ability to relate well with people of all ages and groups, to be amenable, energetic and able to accept direction
- Ability to work as a team member to further the ministries of V7PC
- Ability to develop good working relationships with facilities clients/sponsors (staff, ministry heads, deacons, elders, and ECA staff)
- Ability to plan work, prioritize multiple projects, and work independently to make decisions and meet deadlines
- Ability to grow and learn by seeking out and applying new ideas
- Can physically lift up to 100 lbs. and has no back, arm, or leg issues that would prevent carrying out job functions

### Physical, Mental, and Emotional Requirements of this Position Include:

<b>WORKING ENVIRONMENT:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS		X	
NOISE		X	
CLIMBING (Stairs/Ladders)			X
DRIVING	X		
CRAWLING OR KNEELING		X	
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<b>MOVING HEAVY ITEMS:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
LIFTING/LOWERING	over 150 lbs	40 – 100 lbs	under 40 lbs
REACHING FORWARD	over 150 lbs	40 – 100 lbs	under 40 lbs
PUSHING/PUSHING	over 150 lbs	40 – 100 lbs	under 40 lbs
CARRYING	over 150 lbs	40 – 100 lbs	under 40 lbs
<b>MENTAL DEMANDS</b>			
REGULARLY PRESENT AT WORKPLACE			X

  

<b>SENSORY CAPABILITIES</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<b>TRAVEL:</b>			
Local	X		
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.	X		
<b>OPERATING MACHINERY:</b>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE		X	
COPIER/PRINTER		X	
TELEPHONE		X	
<b>EMOTIONAL DEMANDS</b>			
CALM IN STRESSFUL SITUATIONS		X	

SPEAKING TO LARGE GROUPS	X	
INTERPRETING OR ANALYZING DATA	X	
MAKING QUICK DECISIONS	X	

SUPPORTIVE TO THOSE IN CRISIS	X	
FREQUENT INTERRUPTIONS		X
MULTIPLE DEMANDS OR PRIORITIES		X

**Evaluation:** This position is evaluated annually by the Facilities Manager. A written report is prepared of this evaluation and signed by the Custodian and the Facilities Manager. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Pay and Benefits:** The hourly rate range for this full-time position (40 hours per week) is \$12.56 to \$16.00. Benefits include paid vacation (10 days/year, pro-rated), paid holidays (10), and sick time.

**Employee's Affirmation:**

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I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

**Employee's Printed Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This document was last reviewed on August 23, 2023.