



JOB TITLE: PT Custodian

MINISTRY AREA: Operations

REPORTS TO: Operations Manager

Prepared By: Administrative Assistant to Executive Director of Administration

PURPOSE OF THE JOB

To perform normal housekeeping and general cleaning service for the building complex including general light maintenance as needed to prepare the facility for the worship of God, the teaching of His Word and the training in discipleship of its members and guests.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for the janitorial care and maintenance of church facilities, equipment and grounds. Cleans building areas, sets up and tears down for events, maintains grounds, puts out ice melt as needed, and performs routine mechanical maintenance. Reports breakdowns or major problems to the appropriate people.
- Responsible for keeping church facilities clean. Removes trash, dusts, and vacuums, cleans bathrooms and kitchens (including ovens, cupboards, refrigerators and freezers) and may wash glass doors, inside windows in offices, and floors. Performs light duty maintenance as necessary.

KNOWLEDGE AND SKILLS

Required

- Knowledge of vacuums, floor buffers and cleaning agents, and various tools.
- Extensive contact with members. Requires use of tact and patience at times.
- Good communication skills.
- Able to work during not typical business hours.

Preferred

- High School diploma or GED

ADDITIONAL RESPONSIBILITIES

- Serves as a representative of the church, displaying courtesy, tact, consideration, and discretion in all interactions with members of the church and with the general public.
- Security is of prime importance. The custodian is to close up and secure all buildings in the evenings and on week ends after all special events.
- Be able to contact necessary personnel when maintenance issues arise.

- Work requires some irregular hours to cover for evening and weekend events, including some weekends during funerals.
- Heavy lifting required. Considerable time spent on feet. Use of chemical cleaning agents may require the use of rubber gloves and other protective gear.

Committee Approved: _____			Date: _____			Position Group: _____		
Full Time: 20 hours a week			Background Check Required					
Grade _____	Position Class _____	Exempt: Yes ___ No ___	Security Sensitive: Yes ___ No ___					

First Presbyterian Church | 1100 S Harrison | Amarillo, TX 79101

p: (806) 373-4242

www.firstpres.com