

**POSITION DESCRIPTION CUSTODIAN
FIRST PRESBYTERIAN CHURCH, CEDAR FALLS, IOWA**

Summary:

This person, using approved materials supplies and equipment, will carry out a variety of tasks for cleaning of all areas of the church building including those rented by the Mennonite Church. These areas primarily include two main entrances, restrooms, offices, classrooms, kitchen, sanctuary floors and furniture; also may entail moving tables and chairs as needed to accommodate church activities and carrying out other minor tasks and assignments to assist pastor(s), other staff, and congregation volunteers. This is a self-directed position requiring personal resourcefulness, flexibility and initiative to manage recurring daily, weekly, monthly, and annual activities and unscheduled events.

Typical Activities:

- Janitorial services for rest rooms including restocking of paper products;
- Collection of waste and kitchen garbage and placing into city container;
- Regular and as-needed cleaning of all areas of the church;
- Laundry of kitchen towels and dishcloths and housekeeping cloths;
- Monitoring inventory of cleaning and janitorial supplies;
- Set-up or helping to set-up dining room for events such as weddings and funerals;
- Readyng church for regular Sunday and recurring activities;
- Developing a weekly schedule to accomplish all work in an orderly and balanced manner;
- Communicating frequently with other staff to share information;
- Reporting repair needs discovered during regular cleaning;
- Job duties follow a job plan that specifies additional in-depth cleaning activities to be completed on a rotating basis.

Skills:

- Use of cleaning products following manufacturer's instructions;
- Use of cleaning equipment including that for floors and carpet;
- Organizing work to accomplish tasks as needed.

Abilities:

- Understanding church work as a ministry to others;
- Physically able to operate equipment and move tables, chairs and other furniture;
- Working collaboratively with staff and volunteers;
- Managing work with interruptions;
- Comply with rules, procedures and regulations.

Schedule/Compensation

- 15-18 hours per week, flexible to reflect needs;
- \$15:00/hour;
- Determined by the session annually.