



South Elkhorn Christian Church

(Disciples of Christ)

POSITION TITLE: CUSTODIAN

Accountability: Senior Minister	Hours: approximately 20-25/week
FLSA Status: Non Exempt	Pay:

POSITION TITLE: CUSTODIAN

Summary: The purpose of this position primarily consists of general housekeeping duties to maintain the safety and cleanliness of South Elkhorn Christian Church (Disciples of Christ). The custodian receives an annual performance evaluation. Job description and compensation are reviewed annually.

Job Responsibilities & Duties:

Scope: Entire church building, parking lots, and exterior entrances to building.

1. Attend staff meetings as necessary and as invited by senior minister or staff member
2. Ensure chairs are un-stacked and properly arranged for worship services--often requires weekend hours (Friday or Saturday) during the school year, sometimes during the summer.
3. Be responsible for the cleanliness of the church facility ensuring that it is prepared for and presentable at time of use, including Little Elks Preschool.

Tasks include:

1. Cleaning restrooms:
2. Refuse & recycling
3. Sweeping and mopping floors
4. Clean and organize rooms after group use
5. Clean and organize kitchen
6. Little Elks Preschool
7. Clear litter and loose items from outside main entrances
8. Vacuuming
9. Setting up tables and/or chairs for groups
10. Dusting
11. Unstack and arrange chairs for worship
12. Order supplies through Administrator
13. Replace light bulbs

Other duties as assigned.

Ability to:

- Carry out instructions given in English: written, oral, or diagram form.
- Transfer weight up to fifty (50) pounds
- Climb and work from ladders
- Stand, walk, sit, stoop, kneel
- Work as a team with other staff members
- Treat church members, visitors and facility users with respect and courtesy
- Be flexible in availability to accommodate the schedule of church activities.
- Maintain confidentiality with sensitive information.

Knowledge of:

- Custodial equipment (e.g. hand and small power tools, ladders, floor buffers, vacuums, carpet cleaners, etc.).

Minimum Qualifications:

- Education: Possess a high school diploma or hold a general education degree (GED) certificate, is preferred.
- Experience: At least one year of prior experience in custodial duties, preferably in a church or similar setting.

Special Requirements:

- Criminal History Background Check

Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date