

CUSTODIAN

CANFIELD PRESBYTERIAN CHURCH - Canfield, OH

Posted: **6/9/2020** - Expires: **8/7/2020**

Job ID: 218241007

Job Description

Canfield Presbyterian church is seeking a full time custodian to maintain our facilities and grounds. This includes cleaning, set up, maintenance of our 30,000 sq foot church, pavilion and approximately 6 acres of land.

Monday-Thursday and alternating Fridays/Sundays.

Wages: \$10.00 to \$15.00 - commensurate with experience, includes benefits.

Secure background check, drug test and drivers license required.

The Custodian will be responsible for the cleanliness and minor upkeep and maintenance of the CPC buildings and grounds. This position also sets up tables, chair, and other equipment for daily church activities. Mowing grass and snow removal from sidewalk is done throughout the year.

Qualifications and Skills

Must complete all work procedures in accordance with all government regulations.

Ability to lift and carry heavy items, such as ladders, tables, chairs sometimes up and down flights of stairs.

Must be able to climb ladders, do several flights of steps each day, and operate equipment such as a snow blower, and lawn tractor.

A mechanically inclined mind is needed.

Ability to take direction and work as a team member.

Ability to communicate well and in a friendly manner with the church leadership, staff, visitors and members of the congregation.

Must complete and pass a background check as a condition of being hired and a condition of continued employment; as background checks will be conducted every 1-3 years.

Specific Responsibilities

Perform minor repairs, maintenance, painting, and other jobs as assigned by the Office Manager.

Bring all floors to top condition and maintain on an ongoing basis.

Wash windows inside and out with the exception of the stained glass windows and those that are too high to reach.

Keep Sanctuary in excellent condition (vacuum, dust, refill pew envelopes, and prayer concern cards, change paraments, add oil to candles, etc.).

Empty wastebaskets on a daily basis especially in kitchen where food is present and take trash to dumpster.

Recycle as much as possible and encourage others to do the same.

Clean and maintain restrooms and drinking fountains.

Clean and dust classrooms and offices.

Check time clocks for outdoor lighting and change clocks twice a year.

Clear sidewalks and steps of snow and apply ice melter.

Set up room for meeting and special and recurring events.

Clean all light fixtures and replace bulbs as needed.

Keep all cleaning and building maintenance supplies ordered and in stock.

Perform maintenance on boilers, AC units (filters) and radiators to best of knowledge.

Keep grass around church and in back field mowed and trimmed as needed.

Clean preschool rooms and restrooms on a daily basis while preschool is in session.

Change sign in front of church on a weekly basis.

Be aware of energy use around building (adjusting thermostats and leaving lights turned off whenever possible).

Install window air condition units in spring and remove in fall.

Monitor building security and safety by performing tasks such as making sure door and windows are locked after normal operation hours and checking gas and electrical appliances to make sure hazards are not present.

Open and close church on Sunday morning's (unlock doors, turn on lights, adjust thermostat, open organ doors, see to TV in entrance, name tags and bulletins and more). Use gifts and talents of members of the congregation whenever possible.

Interaction and cooperation with CPC staff, members of the congregation and visitors in a respectful and positive manner that reflects the CPC mission statement.

Attend weekly staff meetings usually held on Monday mornings at 9:00 am. Attendance is mandatory at the last staff meeting of the month, usually held on Monday at 4:30 pm. Staff meeting attendance exceptions will be handled on a case by case basis with the Office Manager.

Relationships, Evaluations

Serves under the operational and program direction of the Office Manager, who is directed by the Facilities Committee

Annual evaluations conducted by the Office Manager and Personnel Committee.

Comply with the employment practices detailed in the CPC Personnel Handbook

Time Requirements

This position is classified as Full-time, nonexempt, hourly position

A time sheet is required for this position.

Time required: Monday through Thursday 8:00 am - 4:30 pm, alternating

Sundays 8:00 am - 12 pm/alternating Fridays 8:30-12:30 pm.

Currently around 38 hours per week.

Training and Support Provided

Opportunities for training and support can be made available as deemed necessary, but the employee Pastor, Office Manager, and any other pertinent committee involved. If payment is necessary approval for expenses will need approval through proper channels.

Wages and Benefits

This Employment is classified as a nonexempt full time.

Wages will be paid as determined when hired and reviewed annually.

Eligibility for benefits as a full time regular employee are outlined in the CPC personnel handbook.

Email resume and letter of interest to CPC Office Manager Kerry Pettit

at: officemanager@canfieldpresbyterian.org

Or

Mail To: Canfield Presbyterian Church

ATTN: Kerry Pettit

140 W Main Street

Canfield OH 44406