

**Central Presbyterian Church
Custodian/ Sexton Job Description**

Revision approved by Session Oct 2016

This position requires:

- Ability to stand for several hours continuously, (for example, washing dishes)
- Lifting up to 75 pounds (choral risers, garbage bins, deliveries)
- Mobility to bend and reach, and push or pull sometimes heavy objects
- Ability to read and write instructions and memos in English

There are 5 main areas that the custodian/ sexton is responsible for:

1. Wednesday Lunch

Primary responsibilities include washing and putting away dishes; moving, setting up, and taking down tables and chairs when needed; wiping down tables in the dining room and Friendship Room; carrying out trash; sweeping and mopping the kitchen and dining room.

2. General Cleaning

Primary responsibilities include cleaning and sanitizing all restrooms; taking out trash and recycling from all the rooms; sweeping/ mopping/ vacuuming all hallways and rooms, including the sanctuary; dusting throughout the entire building; and refilling paper products as needed in the restrooms.

3. Sunday Sexton

Primary responsibilities include unlocking the building, carrying the parking sign out, turning lights on, lighting candles, breaking apart Bible Study tables, and locking up after worship.

4. Set-up

Primary responsibilities include setting up tables for meetings and events (Session, Wednesday Lunch, Bible Study); moving furniture in the sanctuary (communion table, pulpit, chairs, etc.); moving and setting up choral risers for concerts; and other misc. set-up as required.

5. Maintenance and Misc.

Primary responsibilities include taking care of the church grounds outdoors (snow shoveling, putting down salt/sand, chopping ice, sweeping, raking leaves, watering flowers, picking up trash, etc.) drain maintenance, piano-watering (for humidity), breaking down cardboard, putting away food deliveries, changing the outside sign letters, filling candles, changing light bulbs, and many other miscellaneous tasks as needed.

General Work Week Schedule

Advance notice will be given whenever possible for:

Occasional variations on Starting & Ending times (depending on scheduled events).

Occasional Saturday hours will be necessary (depending on scheduled events).

Sunday hours when no services are held at Central (depending on scheduled events) **may be worked at other times or eliminated.**

This is a considered a part-time position (up to 23.5 hours per week)

Sunday 8:45 am – 1:00 pm

Monday 10:00 am – 3:00 pm

Wednesday 8:00 am – 3:00 pm

Friday 10:00 am – 3:00 pm

For Specific Daily, Monthly, and Seasonal Tasks, see Custodian Binder.