



All Saints Episcopal Church

3837 W. Seven Mile Road ~ Detroit, MI 48221

Telephone: (313) 341-5320 - Fax: (313) 341-5321

Rev. Anthony C. Estes, Rector

Juanita Woods, Senior Warden...Roger Weekes, Junior Warden

Email: Allsaintsdetroit@sbcglobal.net Website: www.allsaintsdetroit.org.

JOB DESCRIPTION FOR CHURCH CUSTODIAN

Status: Part-time employee

Hours: 12 hours per week

Rate of Pay: \$11.50/hr. or negotiable up to \$12.50

Benefits: No health benefits, life insurance benefits or retirement benefits provided.

Performance Review: Initially at one month, three months, six months' probation and then annually.

Position available: Within two weeks of hiring - based on background check.

Position Summary:

The custodian is a caretaker of the church building and grounds and is responsible for maintaining and cleaning the interior and exterior of the church. The custodian will answer directly to the Rector who is responsible for staffing and receive directions from the Wardens. He(She) will work closely with the Office staff and Wardens to have the building prepared and ready for internal and rental events. The custodian is required to be available on Sundays and during normal business hours and should be aware of the church's emergency policies and procedures.

Duties and Responsibilities:

Additional and/or Other Duties as assigned and negotiated.

General Cleaning/ Maintenance of the Interior and the Exterior of the Church

Building:

- Mopping and vacuuming the church floors and carpeting including the sanctuary weekly and the offices as needed.
- Cleaning the restrooms on two floors and the lower level including the second level as needed.
- Sweep and Mop all stairs, hallways, kitchen floor and undercroft as needed.
- Cleanup after all events as needed based on building use.
- Collect and take out all trash to the dumpster.(and recyclable Bin).
- Maintain the dumpster area in the alley to keep area free of trash and debris.
- Maintain cleanliness of the building grounds by removing litter and debris from all areas: the parking lot, all lawn area and church entrances, including the alley.
- Use the snow blower/shovel to remove snow and ice from the Ramp, Walkways, Handicap and Reserved Parking Spaces on Sundays prior to services and office days. Apply ice melt as needed. Responsible for snow removal from the front of the building and side streets sidewalks .
- Maintain cleanliness of the building grounds by removing litter and debris from all areas: the parking lot, all lawn area and church entrances, side street sidewalks and including the alley area.

Other Responsibilities:

- Lock/Unlock doors, turn lights on/off and secure the building as required.
- Adjust heating/thermostat in preparation for worship services, meetings, special events and church functions.
- Maintain an inventory of and the proper storage of building and kitchen supplies. Submit requests to replenish all supplies in a timely manner.
- Arrange/Setup tables and chairs as needed for meetings, events, church functions and cleaning up, as necessary.
- Assist with the moving of furniture and other equipment as needed.
- Perform minor building repairs and janitorial work e.g., changing light bulbs etc. as needed.
- Assist with maintenance, cleaning and/or other property duties assigned.
- Inspect and advise The Warden and/or Building and Grounds representative of potential building and grounds issues and/or concerns.
- Maintain a written list of issues and/or concerns that cannot be addressed by the custodian. The list should be given to the Office Staff or Building and Grounds representative.
- Perform other duties as assigned by the Rector, Wardens and/or Building and Grounds Chairperson.

Qualifications and Education Requirements:

- High school graduate or G.E.D. Handyman Skills and/or Technical Skills a plus.
- Familiarity with cleaning agents and equipment are a plus, in addition to simple mechanical or repair skills.
- The ability to communicate effectively orally and in writing.
- The ability to deal tactfully with and communicate with ministerial staff, administrative staff, congregants, guests, and vendors.

Preferred Skills:

- Experience in commercial cleaning is a plus. Must be able to physically perform all tasks assigned.
- Maintain care and use of supplies and equipment.
- Available on a flexible schedule based on the needs of the church.
- Be willing to work cooperatively with church personnel including the Altar Guild, administrative staff and property team members.

Physical Requirements:

- This position requires good manual dexterity, coordination and stamina
- Applicants must be able to:
 - Lift up to 25 pounds.
 - Employ use of standard cleaning equipment: vacuum cleaner, push broom and mop.
 - Walk, reach, pull, push and carry.
 - Ambulate stairs

Specific Requirements and Physical Demands:

The physical demands described above represent those that must be met for the custodian to successfully perform the necessary functions of the position. Reasonable accommodation may be provided to enable the candidate with disabilities to perform the essential tasks.

- Possess the ability to make independent decisions when circumstances warrant it.
- Possess sight/hearing senses that enable the custodian to perform the job responsibly.
- Must be able to multitask.
- Must be able to manage and track time
- Must have reliable transportation.