

## Hiring a Part-time Custodian

Silver Spring Presbyterian Church is looking for a **part-time employee** or independent contractor to work on Fridays and handle backup coverage for our full-time church custodian.

### Requirements:

- This person must be able to work during the daytime and have a flexible schedule.
- The ability to lift 40 pounds.
- Personal characteristics include: attention to detail, reliability, ability to work well with other staff, and a pleasant disposition.
- Background clearances.

### Daily Tasks on Fridays include:

1. Sweep, dust and mop the Sanctuary
2. Sweep, dust and mop the gym
3. Sweep, dust and mop the main entrance way
4. Any other assistance as needed

### Backup Tasks when Custodian is out of office:

1. Cleaning bathrooms; restocking paper products
2. Emptying trash including diaper pails and recycling
3. Mopping floors and vacuuming carpets in rooms which have been used
4. Wiping down hand-rails; door knobs; push bars
5. Sweeping away leaves or snow
6. Setting up meeting room configurations, as requested
7. Cleaning kitchens
8. Program thermostats to specified temperature in rooms scheduled for use

### As Needed:

9. Dusting
10. Cleaning lobby areas, including the windows & doors
11. Water plants
12. Replace light bulbs indoors
13. Clear snow & salt sidewalks (less than 2")
14. Retrieve & return equipment from medical supply closet
15. Clean windows in Gathering Place & Pre-School

### Part-time Custodial Work Hours:

1. Regular: Every Friday for 3 hours (11:00 am to 2:00 pm)
2. Training: At least one Friday per month, work a full day for training purposes. (7:00 am to 3:00 pm) - Specific hours can vary and be agreed upon by the Custodian and Supervisor; maximum of 7 ½ hours per day.
3. Backup Coverage for Custodian sick time: Respond to same day notice by 11:30 am. Work hours (11:30 am to 3:30 pm)
4. Backup Coverage for Custodian vacation: Work hours (8:00 am to 3:30 pm); maximum of 7 ½ hours.

Pay distribution is semi-monthly. Pay rate is hourly and to be negotiated.  
Estimated number of hours per year between 300 and 400.

Contact Emily Krebs, Personnel Committee Co-chair, at (717) 805-5778 or EKrebs74@gmail.com