

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