**WESTMINSTER PRESBYTERIAN CHURCH PASADENA, CA POSITION DESCRIPTION 2019**

**Position: Custodian**  
**Status:** Full-time non-exempt employee

**General Function:** The Custodian is responsible for the maintenance, general cleanliness and safety of the church buildings and grounds. The purpose of these responsibilities is to support the congregation’s life and help further the mission of Westminster Presbyterian Church.

**Organizational Relationship:** Reports to the Pastor/Head of Staff as primary supervisor. The Custodian is also accountable to the Church Administrator and Buildings & Grounds Chair. The Custodian is a member of WPC’s staff and interacts regularly with members of the congregation, the tenants and the public.

**Schedule:** The normal work schedule will be a 40-hour workweek with specific hours to be agreed upon in consultation with the Church Administrator, based on the needs of WPC. The schedule is set at the end of one month for the following months. Work schedules will include the occasional Saturday and/or Sunday.

**Responsibilities and Duties:** Must be available to work on weekends, attend weekly staff meetings, and perform responsible duties, including but not limited to the following:

**Interior Maintenance:** Create and follow a routine maintenance schedule to ensure that the buildings are being regularly maintained in a comprehensive manner.

At the beginning of each day perform a daily walk-through inside the buildings; checking bathrooms for cleanliness and paper needs, checking for leaks in water areas, checking lighting and security, checking that the kitchens and food/drink preparation areas are in working order.

Repair and addresses maintenance needs as necessary, such as changing light bulbs, filters, light switches, electrical outlets, water facets, urinal and toilet valves, clearing obstructions from urinals, toilets, sinks, sump pumps, and performing general handyman repairs and upgrades.

Order appropriate supplies necessary to accomplish tasks in consultation with the Church Administrator.

Report maintenance needs that are outside the Custodian’s skillset to the Church Administrator and/or the pastor/s.

**Exterior Maintenance:** Maintain general access and appearance of the areas outside the church buildings, policing the grounds and removing trash/debris daily.

Water plants, flower beds, and grass, maintaining sprinklers and adjusting timers as required.

Sweep/blow all sidewalks, entryways, porches, and stairs every Friday.

Clear debris from gutters and blow clean the flat roofs and light wells at least monthly. Check all sump pumps whenever rain is in the forecast. Schedule routine maintenance.

Replaces light bulb as required.

**Worship and Event Services:** Check Sanctuary before and after worship services to ensure that the area is tidy and ready for the next group.

Assist with set-up and clean-up needs for Sunday Service, Sunday School, Adult Education, and Coffee Hour as requested.

Provide assistance as needed for all funerals and memorial services in the facilities. Communicate with special events and filming clients as needed.

Set up and break down room arrangements as needed for events for both internal and external groups, including preparing coffee/punch/lemon-aid as is customary or requested.

**General Cleanliness:** Back-up cleaning service by removing trash and replacing toilet paper and towels as needed. Ensure the building is clean and safe for occupants.

**Security and Safety:** Unlock and lock buildings for events, turn on/off appropriate lighting, turn on/off heating and cooling and provide watchful security during times when doors remain unlocked.

Meet with contractors as the representative of the church while they are on site as requested by pastor/s or Administrator. Communicate with repair/maintenance vendors as needed

**Other Duties as assigned:** Within the scope of a Custodian and general handyman.

**Qualifications:** A high school diploma or GED equivalent; experience with building and grounds maintenance, professional cleaning, electrical, plumping, maintenance; driver’s license in good standing and proof of vehicle insurance; ability to climb ladders, and lift items up to 100 pounds.

**Professional Expectation:**

● To be present and on time

● To be self-motivated and proactive

● To respond promptly to maintenance and repair requests

● To maintain good communication with the Church Pastor/s, Administrator and/or chair of Building & Grounds Committee regarding needs and progress of work

● To show courtesy and respect towards professional staff, congregational members, and external groups

● To support the mission of Westminster Presbyterian Church

**Compensation**: Commensurate with experience.

**Benefits**: Paid vacation, PTO, and optional health insurance