

Woodstock Presbyterian Church

Position Description

Position: Custodian *Description Approved: Nov 3, 2019*

Classification: Part-time, Hourly (15-20 hours per week)

Reports to: Personnel Ministry Team of WPC Session
Supervisor: Pastor as Supervisor/Head of Staff

I. Summary:

The Custodian shall be part of the staff, responsible for the mission and duties assigned by the Personnel Team and Direct Supervisor. The Custodian will not normally be a member of the congregation. The Custodian should be a dedicated person of faith whose character reflects the values and priorities of WPC.

II. Principal Responsibilities:

- To maintain the cleanliness of the Woodstock Presbyterian Church facilities. (At a minimum, this will include sweeping, mopping, vacuuming, dusting, sanitizing, restocking, and trash removal on at least a weekly basis.)

As needed:

- Deep Cleaning
- Report necessary maintenance and repairs to Supervisor
- Maintain Inventory of needed supplies
- Observe proper use of chemicals and equipment
- Maintain inventory of supplies required for position, report needed items to Supervisor
- Assist in reporting Facility Use Violations
- Other Duties as assigned by Supervisor
- At times, Special Events held in the Building could require a change in hours, with approval of Supervisor.

III. Requirements:

- Ability to bend, squat, reach and lift up to 50 pounds safely, and ability to climb stairs.
- Ability to work without daily direct supervision
- Ability to maintain a good work ethic, and a high degree of dependability, trust and confidentiality.
- Ability to Work hours that are agreed upon by the Supervisor, including possible nights and weekends.
- Cooperation in an annual performance review will be held with the Personnel Team
- Compliance with the WPC Employee Handbook.

IV. Compensation/Benefits:

Hourly pay, not to exceed 20 hours/week unless approved in advance by Supervisor.
20 hours paid time off per calendar year, approved in advance by Supervisor. Starting pay \$11.50/hour.

This position begins Jan 1, 2020. Interested parties should inquire at wpchurchpersonnel@gmail.com with resume or summary of experience with full contact information and at least three non-family references. Applications will be accepted until Dec 1, 2019.

The compensation agreement between Woodstock Presbyterian Church and Cindy Isner for the period of Jan 1., 2019- Dec. 31, 2019 is **\$13, 325.14** cash,
plus FICA , Social Security (\$826.16 annual) and Medicare (\$193.21 annual).