

JOB DESCRIPTION

POSITION: **Assistant Custodian (part-time)**

Supervision: **Head Custodian is Direct Supervisor**
Direction may also come from the Board of Property or Senior Pastor

Responsibilities:

1. Works three evenings per week from 5:00 p.m. to 10:00 p.m. and every other weekend from 7:00 a.m. to 1:00 p.m. (Weekdays are Tuesday, Wednesday & Thursday).
2. Receives specific instructions from Head Custodian on a daily basis as to priorities in cleaning, set-up and minor maintenance.
3. Locks and unlocks church facilities according to times set by Head Custodian for the purposes of security.
4. Works with the Head Custodian and other members of the staff to provide for clean, safe, and well-maintained church facilities and grounds.

Working Conditions:

1. Hours: Tuesday, Wednesday & Thursday from 5:00 p.m. to 10:00 p.m. Every other weekend from 8:00 a.m. to 1:00 p.m. on Saturday and 7:00 a.m. to 12:30 p.m. on Sunday. Maximum of 25 hours per week. 20 hours per year of emergency help as directed by Head Custodian. Church-related activities which fall on holidays shall be work days for custodial staff according to work rotation.
2. Pay: Time sheets are to be completed and turned in to Administrative Secretary.
3. Other: Physical activity, lifting and using cleaning chemicals are required to perform the position.

Annual performance review will be done with the Head Custodian.