

Church Custodian



CENTRAL
PRESBYTERIAN CHURCH

JOB DESCRIPTION

Central Presbyterian Church of Des Moines is seeking a part-time custodian (12 hours/week) to be responsible for the overall cleanliness of the church building interior and for maintaining an environment of hospitality for members and visitors. To apply, please complete and submit an employment application form available at www.dmcpc.org/employment.

Job title: Custodian

Classification: Part-time non-exempt

Reports to: Pastor

Education and experience required: High school diploma or GED. Two years of prior experience in custodial/janitorial work.

Skills required: Basic knowledge of cleaning methods, products, and equipment. Basic ability to communicate in English. Ability to work independently with minimum supervision. Dependability and flexibility.

Work hours: 12 hours per week. Preferably 4 days per week for 3 hours per day, but some flexibility on days and times (e.g., would consider 3 days per week for 4 hours per day, either days or nights)

General description of job:

1. Cleans the building interior
2. Sweeps, mops, scrubs, and vacuums floors using cleaning solutions, tools, and equipment.
3. Cleans or polishes building fixtures, walls, doors, ceilings, and windows.
4. Dusts furniture, walls, and other equipment.
5. Gathers and empties trash.
6. Thoroughly cleans and sanitizes restrooms and kitchens.
7. Keeps restrooms stocked with paper products and soap.
8. Notifies office manager of need to order materials/supplies, or need for repairs.

Ability and mechanical understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladder, vacuum, floor buffer, cleaning, and polishing chemicals.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee is required to reach with hands and arms, stoop, squat, kneel, twist, stretch, and stand for long periods. Work regularly requires employee to lift up to 50 pounds, and occasionally requires moving of heavy furniture. The employee is required to talk and hear. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The employee will primarily work indoors, though will occasionally need to go outdoors (e.g., to take out trash). Exposure to chemicals (e.g., cleaning products).

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Compensation:

\$11.00–12.00 per hour

EOE – Central Presbyterian Church is an equal opportunity employer.

Send completed job application to:

Central Presbyterian Church
3829 Grand Avenue
Des Moines, IA 50312-2807
515-279-3658
hr@dmcpc.org