

# CUSTODIAN

## **Mechanicsburg Presbyterian Church**

*This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform related duties as may be required in support of the Mission, Vision and Objectives of Mechanicsburg Presbyterian Church, including a negotiated change to this Job Description.*

### I JOB SUMMARY

The **Custodian** supports the mission of the Mechanicsburg Presbyterian Church (MPC) by assuring that church facilities are clean, safe, equipped, **and maintained** as directed by the Senior Pastor to accommodate the various regular activities and special events of the congregation and guests. These responsibilities are carried out on a regularly scheduled daily basis to include a maximum of forty (40) hour workweek. The length of each workday shall be flexible as required, in consultation with the Senior Pastor. The Senior Pastor or designee must approve, in advance, any overtime.

### II WORK ACTIVITIES

#### A. ORGANIZATIONAL PRINCIPLES:

1. Reports to the Session through the Senior Pastor and the Church Staff Committee. In the event that the Senior Pastor is not available, it is expected this individual shall respond cooperatively and promptly to reasonable requests from other church staff members for service or assistance as described within the Essential Duties.
2. The **Custodian** shall work five (5) eight (8) hour days Monday through Friday. However, credit shall be given for eight (8) hours of work for any day when the church staff is excused in observance of a holiday.
3. Receives a written annual review prepared by the Senior Pastor, and reviewed and signed by the chairperson or designee of the Church Staff Committee, and the Senior Pastor. The signatories shall meet personally to discuss the written review.

#### B. ESSENTIAL CUSTODIAL DUTIES (Under the supervision of the Senior Pastor and as inspected by the Property and Maintenance Committee)

1. The duties listed below are to be completed regularly as needed or directed in all the areas of the main church property.
  - a) Empty all waste containers and dispose of trash in designated areas.
  - b) Dust all desks, chairs, filing cabinets, tables, windowsills, and all furniture in each room of the church.
  - c) Clean all entrance glass and door **mats** as needed on the interior and exterior of the building.
  - d) Clean and disinfect all drinking fountains.
  - e) Dry-mop all tile areas and wet mop as required removing dirt and marks. Auto scrub and high speed buff as needed.
  - f) Vacuum and spot-clean all rugs, carpets, **upholstered chairs**, and pew cushions.
  - g) Purchase and replace all burnt out light bulbs when within reach by a stepladder.
  - h) Sweep and damp-mop lavatory areas with a germicidal cleaner.
  - i) Clean and sanitize all commodes, urinals, and sinks in lavatories with germicidal cleaner.

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- j) Clean all mirrors and accessories in lavatories.
  - k) Replace deodorant blocks and refill soap, towel and tissue
  - l) As directed by a work order obtained from the church office, clean and equip areas of the church scheduled for memorial services, weddings, and other special events with chairs, tables, and similar accessories. This includes setup and tear down within short or long notice situations.
  - m) Regularly check and provide routine, non-technical maintenance of all humidifiers and dehumidifiers, including but not limited to the piano humidifier and the lower fellowship hall dehumidifiers.
  - n) Maintain a supply of ice melt in five gallon buckets positioned by each regularly used exterior entrance of the church and the Youth Center, and spread ice melt as needed within ten feet of the exterior entrances immediately upon entering the church on days when ice is present.
  - o) Shampoo office, classroom, parlor, library, and sanctuary carpets.
  - p) Scrub and recoat non-carpet floors yearly, with the help of volunteers from the congregation.
  - q) Order needed cleaning and ongoing maintenance supplies. Purchase local supplies and hardware store materials as needed for daily maintenance and custodial duties of the church.
  - r) Make necessary weekly timing adjustments to heating and cooling system to allow for turning the heating and air conditioning unit off and on to assure a comfortable environment in all areas of the church.
  - s) Order and replace air filters in the Youth Center, Manse #1, and Manse #2.
2. After Sunday school, and after special events, as directed by a work order, clean the Youth Center bathrooms, windows, floors, and rearrange furniture. Empty all waste receptacles and recycle containers, check daily and clean after Playful Beginnings, and Wednesday youth activities.
  3. Cleaning out the pews and book racks in the Sanctuary, including under and around all pew cushions. Straightening and resetting of the Bibles and Hymnals. Disposing of all trash.
  4. Perform other duties as assigned by the Senior Pastor.

#### **C. ESSENTIAL MAINTENANCE DUTIES**

1. Serve as interface with vendors and the Property & Maintenance Committee
2. Maintain Material Safety Data Sheet notebook for products used at MPC
3. Serve as the initial contact for all staff members identifying emergency maintenance needs. Non-emergency maintenance needs are to be reported to the Chair of the Property and Maintenance Committee.
4. Reset all electric and heat timers as dictated by activities and time of year.
5. Reset all clocks for daylight savings and Eastern Standard Time.
6. Quarterly check all sump pumps to assure they are operational. Report any issues to Property and Maintenance immediately.
7. Quarterly test the emergency generator and emergency lights.
8. Make arrangements to have grease trap emptied.

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9. Regularly treat wooden preparation table in kitchen with appropriate oil provided by the Church.
10. Perform other duties as assigned by the Chair of the Property & Maintenance Committee

**III. TOOLS AND EQUIPMENT**

The Custodian is expected to utilize the following in the performance of duties:

1. Wet and dry mops
2. Floor machines (scrubbers and polishers)
3. **Carpet Cleaner**
4. Ladders of various heights
5. Various hand tools necessary to make minor repairs
6. Other power tools with proper training or prior knowledge

**IV. WORK CONTEXT**

- A. Responsible for maintaining and organizing custodial closets and storage areas.
- B. Employed “At Will” by the Session of the Mechanicsburg Presbyterian Church as represented by the Church Staff Committee.
- C. Adheres to all policies of the Mechanicsburg Presbyterian Church related to employment or general conduct, as reasonably made known by the Senior Pastor. The employee shall have the right to request of the Senior Pastor, or the Church Staff Committee that any such policy is provided in writing.

**V. RELATIONSHIPS**

- A. Attends regular staff meetings, the monthly Property and Maintenance Committee meeting, and other meetings as deemed necessary by and with reasonable advance notice from the Senior Pastor.
- B. Assists MPC’s mission by interacting in a pleasant and cooperative manner with all church staff, congregants, and visitors and is sensitive to situations requiring tact and confidentiality.
- C. Maintains cooperative working relationships that are faithful expressions of Christ’s care with all church staff.
- D. Membership in the Mechanicsburg Presbyterian Church is not required as a condition of employment. If a member of MPC, the employee is required to sign a “Conflict of Interest” acknowledgement form as approved by Session.

**VI. PERSONAL REQUIREMENTS AND EXPERIENCES**

- A. High school diploma or General Equivalency Diploma (GED).
- B. Ability to understand and accept written and oral instructions in the English language.
- C. The position requires standing, walking, bending and carrying light to medium weight such as chairs and tables (maximum of 50 pounds).
- D. Possesses basic knowledge and skills in electrical, mechanical and plumbing systems.
- E. Possesses the Pennsylvania Child Abuse History Clearance; The Pennsylvania State Police Request for Criminal Record Check, and a FBI Background Check. All three clearances must be current within one year of the hiring date.
- F. Possess a valid Pennsylvania driver’s license.
- G. Basic computer skills for emailing, printing, and use of Microsoft Word and Excel.