



# Short North Church

## Part-time Custodian Weekend

### Position Structure

**Reports To:** Business and Facilities Manager (Works closely with pastors and staff)

**Type of Position:** Part-Time

**Overtime exemption:** Non-Exempt

**Schedule:** Weekend events as needed. Sunday schedule 9-3 pm. (some flexibility)

Some additional work as needed for events. Other times are negotiable.

**Compensation:** \$14.50 per hour (Vacation/sick time based on handbook and hours worked)

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### Key Responsibility Areas

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- Regular timely attendance during stated or negotiated hours.
- Responsible for the janitorial care of the building. Keep the building clean, attractive and well-maintained, inside and out.
- Attend facilities meetings as needed.
- Ensure rooms are unlocked and ready for meetings.
- Perform any scheduled room set-ups.
- Secure and lock the building.

### Primary Tasks within Key Responsibility Areas

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- Ability to communicate with staff and volunteers on facility needs and uses.
- Remove all trash from the building.
- Responsible for the cleaning of the church facility. This includes but is not limited to: dusting, vacuuming, straightening and picking up, sweeping, mopping, scrubbing floor, and sanitizing.
- Reports any maintenance issues to supervisor.
- Grounds clean up and shoveling as needed.

## Desired Qualifications / Skills / Experience

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- High School diploma.
- Dependable, responsible, and self-motivated.
- Some previous experience in a facility housekeeping role preferred
- Energetic and takes pride in keeping church clean.
- Physically capable of carrying out the required activities.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- The ability to work in a team-based environment, as well as individually.
- Attention to detail with a focus on quality.
- Have a relationship with God and a passion for communication that enhances the mission of making disciples of Jesus Christ.
- Considers this position a ministry, not just a job.