

CUSTODIAN

First Presbyterian Church San Anselmo is looking for a custodian who will provide the essential cleaning and maintenance services for the church buildings and grounds which may include minor repairs to electrical system, heating system, plumbing, and masonry, and also support the use of the church buildings by the congregation and by outside renters. The position is accountable to the pastor as head of staff and to the Building and Grounds Committee. This is a 25 hour a week position.

The responsibilities of the position are, as follows:

Keep buildings clean and well-maintained on the inside and outside, according to a schedule that specifies the frequency of different cleaning duties.

Maintain the grounds performing such functions as maintaining the sprinkler systems, pruning trees, blowing leaves, and other gardening jobs not covered by the lawn mowing committee.

Maintain security of premises by ensuring that all outside locks are functioning.

Perform minor repairs to electrical system, heating system, plumbing, masonry, kitchens, bathrooms, and windows.

Perform immediate and temporary repairs in an emergency.

Keep the Building and Grounds Committee informed of the need for major building and equipment repairs.

Be available on the campus during business hours as determined by head of staff.

Set up rooms for scheduled church events.

With Buildings and Grounds Committee, assist in obtaining estimates for commercial services when professional skills are required.

Maintain supplies for maintenance and routine church functions.

Maintain rain drains.

Be in charge of garbage removal.

Perform other tasks as requested by the pastor or Building and Grounds Committee such as carpentry and construction jobs.

Set up rooms for rental events such as weddings and concerts. Compensation for this part of the job is separate and will be billed and collected by the job holder.

Support the use of the church buildings by the congregation and by outside renters. Work related to building rental outside of regular business hours is compensated on an additional, per-job basis.

This position offers a schedule of 25 hours a week (with some flexibility), plus two weeks paid vacation, four paid personal days, and six paid holidays per year.

This position is directly supervised by the pastor/head of staff and will be evaluated at the end of six months.

Attachment A: Cleaning Duties for Building Interior Space

	Daily	Weekly	Monthly
Sweep leaves and debris at entry doors areas	x		
Empty all trash cans and replace liners if necessary	x		
Relocate moved furniture to proper place	x		
Restock toilet paper, hand towels in bathrooms	x		
Clean bathroom sinks and countertops	x		
Clean sinks and counters in the three kitchens	x		
Clean bathroom toilet area	x		
Clean and disinfect toilets, toilet seats		x	
Mop bathroom floors		x	
Vacuum all rugs, office, and education wing		x	
Sweep, dust mop, or vacuum all wood and tile floors		x	
Sweep Duncan Hall floor	x		
Mop Duncan Hall and kitchen floor		x	
Empty all recycling containers in Duncan Hall kitchen	x		
Clean the kitchen oven and stove tops of grime		x	
Dust and clean sanctuary pulpit, lectern, and side walls		x	
Dust chancel area		x	
Dust pews front and back			x
Remove cobwebs			x
Dust and clean the windows and window handles			x
Clean windows on a rotating basis			x
Dust and clean sanctuary entrance doors and door knobs			x
Clean light fixtures and ceiling fans			x