



## **Weekday Closer/Sunday Morning Custodian Position**

**General Expectations:** Do what is necessary to make a good first impression and make people feel welcome as they visit our building. The appearance and care of our building and grounds is a witness of our love for God. Taking care of our facilities communicate to our members and community that we are giving our best to God in every area of our lives. Caring for our facilities is part of being a good steward. People will want to continue attending our services and events in part because our building and grounds are well kept and safe.

### **Qualifications:**

- At least 18 years of age
- Reliable transportation and a cell phone
- Clean background check is needed to ensure you can visit all areas of our facility
- Experience in cleaning and maintenance is preferred

### **Job Responsibilities/Tasks:**

- Arrive promptly when you are scheduled and clock-in & out. You will be given a monthly schedule.
- Dress appropriately for the events that day.
- Check entries inside and out – windows/doors, occasional snow removal, floors, trash.
- Unlock/lock doors and arm/disarm the alarm.
- Maintain a comfortable temperature in the building.
- Dispose of trash and recycling.
- Maintain clean bathrooms.
- Check the calendar and communicate with your supervisor if you have questions about the event.
- Take pride in the work you do to keep the building appearance exceptional.
- Other duties as assigned on the “Custodian Duties” checklist depending on your scheduled areas.

### **Proposed Schedule:**

- **Monday – Thursday** Close/lock-up facility – Ensure building is locked and secure each evening. Arm the security system each evening by 9 p.m.
- **Sunday** 7:00 a.m. - 11:00 a.m. – Unlock and disarm the alarm system every Sunday morning.

*On average a total of 15 hours is typical with some variation and flexibility. From time to time activities are scheduled later in the evening which require custodial staff to work longer hours. This is not typical, but possible. Weddings are paid separately at \$50 per occurrence (you will clock-out when cleaning after a wedding).*

### **Reporting Structure:**

All supporting custodial staff reports directly to the Head Custodian and ultimately to the Executive Director and the Church Elders. Duties, schedules and questions should go to the Head Custodian before others are involved.

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Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

Do you have any physical limitations that would prevent you from moving tables and chairs? (Yes/ No)

If yes, please explain: \_\_\_\_\_

Please list two references, one from a current/prior work supervisor and one personal character reference.  
(include a name and telephone number)

Work Reference: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years of age? (Yes/ No)

If no, please state your age \_\_\_\_\_.

Check all days and list hours you are available to work on and off between 6 a.m. – 11 p.m.:

Monday: \_\_\_\_\_  Tuesday: \_\_\_\_\_  Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_  Friday: \_\_\_\_\_  Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Are you willing & able to complete the following:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Vacuum                                     | <input type="checkbox"/> Wash windows              | <input type="checkbox"/> Clean toilets      | <input type="checkbox"/> Take trash to dumpsters |
| <input type="checkbox"/> Plunge a toilet                            | <input type="checkbox"/> Unlock/ Lock the building | <input type="checkbox"/> Arrange chairs     | <input type="checkbox"/> Check calendar          |
| <input type="checkbox"/> Mop  | <input type="checkbox"/> Prepare communion         | <input type="checkbox"/> Arrive on-time     | <input type="checkbox"/> Adjust room temp        |
| <input type="checkbox"/> Stay on task                               | <input type="checkbox"/> Maintain a clean building | <input type="checkbox"/> Serve cheerfully   | <input type="checkbox"/> Dust                    |
| <input type="checkbox"/> Complete any additional duties as assigned |  | <input type="checkbox"/> Light snow removal |  |

- Respectfully talk to and ask people who should not be in the building to leave
- Take pride in the work you do to keep the building appearance exceptional

How soon are you available to start: \_\_\_\_\_

Do you currently work full-time (35+ hours per week):      YES                      NO

What is your desired hourly wage: \_\_\_\_\_      Desired # of hours: \_\_\_\_\_

Comment on why you are interested in the position: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return the completed application to the church office.***