



GREENVILLE

First Christian Church

Weekend Custodian Position

General Expectations: Do whatever is necessary to make a good first impression and make people feel welcome as they visit the building. The appearance and care of our buildings and grounds is a witness of our love for God. Our well cared for 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 to attend 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:

- **Friday** (every other) noon- 3 p.m. (when all duties are complete) or 9 a.m. – 1 p.m. (when all duties are complete)
- **Saturday** unlock by 8 a.m. with a flexible schedule until 8 p.m. in the evening.
- **Sunday** 11 am-12:30 p.m. and again flexible in the evening depending on activities

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 Pastor and the Church Board. Duties, schedules and questions should go to the Head Custodian before others are involved.

APPLICATION FOR WEEKEND CUSTODIAN

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.:

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 HVAC 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 | | |
| <input type="checkbox"/> Respectfully talk to and ask people who should not be in the building to leave | | | |
| <input type="checkbox"/> 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: _____

Signature _____ Date _____

Return the completed application to the church office.