



Weekend and On-Call Custodian

CLASSIFICATION: Non-exempt/hourly
REPORTS TO: Business Operations Manager
DATE: 09/28/2021

SUMMARY/OBJECTIVE - The Weekend and On-Call Custodian is a part-time position which is designed to provide custodial support on weekends and for special events, in the event the FT Custodian is not scheduled. Under the guidance and direction of the Business Operations Manager the On-Call Custodian will be responsible for performing the full range of custodial duties and responsibilities to maintain a clean healthy, and productive church and working environment.

ESSENTIAL FUNCTIONS

Custodial – estimated 60% of position responsibility

- Re-arrange or set up tables, chairs, etc. for meetings and special events as needed;
- Reset room(s) to their normal configuration at the end of events;
- Store supplies and/or equipment at the end of meetings or special event;
- Assist in documenting repairs of broken items, electrical and plumbing problems, or need to order supplies to the Lead Custodian and/or Business Operations Manager;
- Empty trash at the end of events, or during the event as necessary;
- Regularly check bathrooms for supplies and restock, as needed;
- Prepare coffee or hot water for tea, as needed, per work orders;
- Replace burnt out light bulbs, as needed;
- Clean-up spills, using proper safety equipment, as they occur;
- Sweep, vacuum and/or mop floors at the end of events;
- Minor landscaping/gardening work, as needed;

Security – estimated 30% of position responsibility

- Open the minimum number of doors necessary for events.
- Ensure that doors are not left propped open.
- Occasionally check all interior rooms and perimeter of buildings at appropriate intervals;
- Open rooms or provide facilities to outside groups as authorized in work orders;
- Assist in directing parking during large events;

- Monitor parking lots and call to tow illegally parked vehicles;
- Properly secure facilities at close of events/meetings;
 - Check and lock all interior doors and exits;
 - Ensure that all electronic equipment has been returned to locked storage;
 - Check and lock all exterior doors and windows;
 - Turn off interior lights.

Public Relations – estimated 10% of position responsibility

- Must show patience and be helpful and courteous to campus visitors and church members,
- Provide assistance to those with disabilities, as needed.

Perform other duties as assigned by the Supervisor that are appropriate to the position.

COMPETENCY and QUALIFICATIONS – the person performing these duties must have;

- Good verbal, written, and interpersonal communication skills, bi-lingual (English/Spanish) helpful;
- An organized person with an eye for detail;
- Ability to follow instructions and supervision;
- Flexibility with scheduling to accommodate special projects and events;
- Must provide appropriate proof to work in the US;
- Must pass a background check for employment.

SUPERVISORY RESPONSIBILITIES – None.

WORK ENVIRONMENT – This job operates in a religious and professional office and church environment. In this position we expect the person to respect the religious objects and practices of this church.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasionally, will need to be able to lift or move up to 60 lbs. A uniform shirt(s) will be provided and required for events, as well as appropriate safety equipment (gloves, facemasks, goggles and back-belts), as needed,

POSITION TYPE AND HOURS OF WORK – This is a part-time hourly, non-exempt position. A work schedule will be established in consultation with the supervisor. Some early evening hours and Saturday or Sunday hours may be required.

BENEFITS – As a casual, part-time position this position is not eligible for church funded benefits. The benefits provided are:

- Unpaid leave of absence;
- Workers Compensation and State Disability Insurance;
- State of California sick leave benefits.

PREFERRED EDUCATION AND EXPERIENCE – High School diploma and 2-3 years practical experience.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

First Congregational Church/LB reserves the right to change the duties of the job description at any time.

It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected status.

This is a Drug Free Workplace. Church employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while on the church premises. Violation of this policy is grounds for termination. Smoking is not permitted on church property.

Acknowledged by:

Employee Name

Supervisor Name

Signature

Signature:

Date:

Date: