

Facility Custodial Support Staff

10/12/22

To support the church's ministry and mission by ensuring that the rooms, offices, buildings, and grounds of ELPC are safe, clean, and prepared for church members and visitors alike.

Job title: Facility Custodial Support Staff

Department: Facilities

Work Location: On site - East Liberty Presbyterian Church

Pay Grade: The salary for this position will be determined commensurate with the individual's experience and education in this and related fields. Minimum salary is \$15.00 per hour for a 37.5 hour week. This is a full-time, non-exempt hourly position.

Reports to: Floor Supervisor

Full-time

Non-Exempt

Essential Functions and Responsibilities:

Support event space set up and clean up and cleaning and maintaining common area spaces such as the Sanctuary, Social Hall, main kitchen, yard, labyrinth, and surrounding sidewalks, according to the schedule, procedures, and priorities established by the Facility Supervisor.

The Facility Custodial Support Staff Primary Duties:

- A. Clean all offices, meeting, classrooms, specialty rooms (e.g., gym, bowling alley, nursery/childcare suite, robing rooms) in a timely, efficient, and proactive manner.
- B. Clean and sanitize all washrooms/restrooms, shower facilities, and kitchen/kitchenette areas, replenishing supplies as necessary.
- C. Provide for the setup of classrooms and meeting rooms (e.g., setting up tables, chairs A/V equipment, whiteboards).
- D. Clean the floors, carpets, curtains/drapes as needed and/or directed.
- E. Clean and maintain the sanctuary, chapel and Social Hall worship spaces, including dusting, vacuuming cushions, replenishing supplies in pews.
- F. Provide support for both church kitchen usages and communion set-up/clean-up responsibilities.
- G. Assist as needed for special events (e.g., concerts, weddings, funerals).
- H. Assist in the removal of ice and snow from sidewalks, steps, parking lot, and grounds as needed.
- I. Perform upkeep/trash collection for the church grounds as directed.

All Facility Custodial Support Staff will be cross trained with the Facility Hospitality Support Staff Duties.

Facility Custodial Support Staff List Secondary Duties:

- A. All will receive training on the church computer system and may be asked to assist with simple clerical or administrative support tasks.

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- B. Staff will become familiar with the premises and with procedures related to emergency situations, including fire, medical crises, or threats to property or individuals. They will show initiative in responding to emergencies, including calling 911 or emergency services as needed.
- C. Staff will be in communication with other church staff through the phone system and walkie-talkie equipment.
- D. In making rounds of the building, staff will follow the protocols established by the Facilities Supervisor and Director of Church Operations related to safety, energy efficiency, and security for the premises.

Position Requirements and Qualifications:

- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large.
- High school diploma or equivalent.
- At least one year in facilities custodial work.
- Able to work in a team and produce quality output.
- Punctual, reliable, and have flexible work schedule.
- Act 33/34 clearances – and any additional screening needed as per Child Safety Policies.
- Comfort in working within a progressive congregation of the Presbyterian Church (U.S.A.).

Physical Requirements:

- Must be able to lift and carry up to 50 lbs.
- Must be able to physically do the job, which may include standing, sitting, reaching, bending, and stretching.

Disclaimers:

East Liberty Presbyterian Church is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, or sexual orientation.

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a fundamental policy and this applies to all employees, applicants for employment, and contractors.

Please send resumes and cover letter to: East Liberty Presbyterian Church, Director of Operations, 116 S. Highland Avenue, Pittsburgh, PA 15206-3911