

SEWICKLEY PRESBYTERIAN CHURCH

414 Grant Street
Sewickley, PA 15143

Position Title: Janitor Part-Time, Non-Exempt)
Date Prepared: June 22, 2016
Revision: 3
Reports To: Business Administrator

Principal Function

Facilitate room set-ups and perform special duties. Perform housekeeping tasks as assigned. Perform cleaning and maintenance tasks assigned for the upkeep and maintenance of buildings, grounds and equipment.

Skill Requirements

Must have knowledge and experience in maintenance and housekeeping standards, the use of maintenance equipment and simple repairs. Must be able to organize work and do general custodial duties. Must be able to lift 50# or more.

Specific List of Responsibilities

1. Open/Close building each day
2. Maintain all light fixtures
3. Perform setups of all church facilities in accordance with the church calendar or as requested. Consult with Business Administrator on room set up requests.
4. Perform maintenance and housekeeping assignments.
5. Maintain order and safety of all storage areas.
6. Complete required room cleaning task list.
7. Be available to people using the building to help in unexpected/emergency circumstances.
8. Maintain security of building.
9. Maintain cleanliness of all areas.
10. All other jobs as assigned

Position Requirements

Be in good physical condition, educated in the use of commercial cleaning chemicals and equipment, normal supplies, and custodial procedures in public buildings. Ability to organize work and use good work habits. Ability to relate well to church membership. Good personal appearance and cleanliness, dependable and hard working. Maintain cleanliness of all areas

Schedule

Monday, Tuesday, Wednesday and Thursday
5:00 pm to 10:00 pm

Evaluation

The work of the part-time custodian shall be evaluated by the Business Administrator. The evaluation shall include an interview and review of the current job description.

To Apply

Send your resume to: Laura Mikush, Business Administrator at lmikush@ewickleypresby.org