



**Job Title: Part-Time Custodian**

Reports to: Youth and Administrative Pastor

Designation: Support Staff

Date Created/Updated: April 17, 2017

Classification: Part-time, Non-Exempt (On-call 12-18 Hours per week; Flexible hours based on weekly events – hours most often occur Saturday-Monday)

Pay: Hourly, Minimum Wage

Primary Purpose: The Part Time Custodian shall serve and fulfill the responsibilities listed below in the spirit of Trinity Church values and purpose. To shine God's Light of truth and love into our world by meeting needs and building relationships that glorify God through the power of the Holy Spirit. This position maintains cleanliness of building and grounds and completes set-up for weekly events and programming.

**Essential Duties and Responsibilities**

The following represents (but is not limited to) tasks that are expected of this position:

1. Keep the church facility clean, attractive, and well-maintained, inside and out, ensuring that it is presentable at time of use.
  - Vacuuming or mopping all floors.
  - Cleaning all surfaces and fixtures.
  - Checking supplies in restrooms.
  - Trash removal.
  - Cleaning all glass.
2. Prepare the sanctuary and other rooms for worship services and events.
  - Move furniture, equipment, supplies and tools as needed.
3. Follow instructions regarding use of chemicals and supplies.
4. Assisting with special maintenance and cleaning projects as needed.
  - Carpet cleaning.
  - Snow removal.
  - Mowing and yard work.

**Other Job Duties:**

- Meet with Youth and Administrative Pastor for weekly meeting

**Minimum Qualifications and Experience:**

- Annually affirm Statement of Faith (Articles of Faith for the Church of the Nazarene)
- Commitment to Trinity Church of the Nazarene
- Good interpersonal and communication skills
- Ability to take charge of tasks and work independently and proactively
- Ability to work well with others

- ♦ Flexibility to work irregular and extended hours as required
- ♦ Ability to spend entire workday standing or walking
- ♦ Adaptable to all work environments – inside and outside
- ♦ Ability to work in full view of public

**Physical Demand:**

The physical effort typically applied in this job includes (check all applicable boxes):

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Shoveling	<input type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				x
Between 1 & 5 lbs.				x
Between 5 & 25 lbs.			x	
Between 25 & 60 lbs.		x		
More than 60 lbs.	x			

The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

**Working Conditions:**

Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input checked="" type="checkbox"/> Vibration	<input checked="" type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input checked="" type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

Attendance: While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):

General company attendance standards are acceptable.

Safety: While all employees are expected to comply with company safety standards, equipment, chemical and lifting instructions also need to be followed to ensure safety.

Signatures & Dates: The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Supervisor</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>
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