



# Williamsburg Presbyterian Church

## Job Description

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Custodian / Sexton

**Job Title:** Custodian/Sexton  
**Reports To:** Facilities Manager  
**Status:** Non Exempt - Part Time (20 hours per week)

### **Vision**

I acknowledge that I am a part of a team at Williamsburg Presbyterian Church that is seeking Christ and sharing His love. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks. In my relationship with my coworkers, I commit to interact with them in a manner that reflects trust, caring, understanding, support and shared purpose.

### **Overview**

This Custodian position will generally cover Sunday afternoons and selected evenings and will act as the backup to the Facilities Manager in his/her absence. This position performs such tasks as are necessary to maintain the church's facilities in a clean and orderly condition, including but not limited to following cleaning schedules provided by the Facilities Manager. Works with the Facilities Manager to oversee building to provide a safe church environment. Additionally, performs such other tasks relating to appropriate building operations and maintenance as directed by the Facilities Manager.

### **Essential Duties and Responsibilities**

1. Sweeps, mops, scrubs, dusts and vacuums all areas of the church building. Maintains clean restrooms, replenishing supplies as needed.
2. Empties trash and recycle containers.
3. Maintains the tile floors with regular buffing.
4. Notifies Facilities Manager and/or Church Administrator concerning need for major repairs or additions to lighting, heating, and ventilating equipment, and any other concerns needed to church structures or facilities.
5. Sets up and takes down tables and chairs for scheduled events per the room use calendar.
6. Cleans snow and debris from sidewalk, front steps and rear entrance.
7. Is familiar with the church operations to address corrective action with the use of subcontractors as required and at the direction of the Facilities Manager or church staff.
8. Assists in other duties as assigned by either the Facilities Manager or the Church Administrator, including minor maintenance under the supervision of the Facilities Manager.

9. Provides oversight and security of building after hours and during special events. Will be responsible to ensure all doors locked before leaving premises.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and exhibit personal initiative, high personal standards and a commitment to people. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **1. Education and Experience**

High School graduate or 3 years experience in an equivalent janitor or custodian position.

#### **2. Communication Skills**

Ability to effectively communicate orally and in writing to present information and respond to questions from church members and leadership, pastoral and program staff, and the general public.

#### **3. Physical Demands**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, and crawl; and, talk and hear. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 25 pounds.

#### **4. Flexibility and Performance Standards**

In order to satisfy the job requirements, the employee must maintain flexibility to appropriately react to changed circumstances and conditions affecting the church's facilities. Additionally, the employee must perform the job requirements with attention to detail and with a focus on the job's full responsibilities rather than a list of specific assigned tasks.

#### **5. Certificates, Licenses, Registrations**

Valid Virginia State Driver's License

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

**Approved By:** Administration Ministry

**Approved Date:**