

Saint Philip African Methodist Episcopal (AME) Church
Job Title: Church Custodian

Summary

Saint Philip African Methodist Episcopal Church is looking for a proactive, efficient Church Custodian who possesses an understanding of proper cleaning methods and a respect for the religious and cultural beliefs of others. The Church Custodian will ensure that all publicly accessible areas, 186,000 Square Foot of the church are clean and ready for other staff members and the congregation to use. You will make minor repairs, change light bulbs, vacuum, sweep, and scrub floors, sanitize surfaces, and restock items, such as toilet paper, paper towels, and other supplies. You may also maintain supply inventory, submit purchase requests, and assist with preparations for events, such as weddings or funerals.

To be a successful Church Custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. You should also be knowledgeable about proper chemical handling and cleaning techniques and have the ability to make basic repairs, including plumbing and electrical work. You should also be able to work full time which consist of **40 hours per week**.

Church Custodian Responsibilities:

- High School Diploma or equivalent.
- Custodial experience or training may be required.
- Understanding of cleaning techniques and safety procedures, (disinfectants, degreasers is a plus).
- Ability to lift at least 60 - 70 lbs.
- Strong communication, comprehension, and interpersonal skills.
- Must be able to demonstrate at least a 10th grade reading level and math skills.
- Flexibility to adjust your schedule to suit the needs of the church by being able to work on Saturdays and Sundays.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church, but at the same time must be able to handle interruptions and return to prior task.
- Open to learning new procedures and techniques that will enhance your current position.

Distinguishing Characteristics

Position requires:

- Use of power equipment to buff and restore floors and shampoo carpets (utilizing VCT flooring equipment)
- Regular and routine dusting, mopping, vacuuming, emptying trash and cleaning restrooms.
- Routine maintenance to custodial equipment.

- Must be computer literate.
- Must have reliable transportation to get back and forth to job.

Working Conditions and Physical Effort

- Must be able to physically stand on 80-90 percent of an 8-hour shift.
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 70 pounds. Physical work is a primary part (more than 70%) of job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.