

Part Time Custodian/Kitchen Coordinator

Basic Function

To assist the custodian with cleaning inside the church and to oversee the use of the kitchen, maintaining it in good condition.

Specific Responsibilities

a) Custodial responsibilities:

Monday:

- Vacuum and dust choir room, Centennial Room and library
- Empty trash containers in choir room, library, Centennial Room, chapel, and TASC rooms (22, 23)
- Vacuum chairs as needed (Chapel, Library, Centennial room)
- Clean kitchen, coffee counter and juice table as needed

Wednesday:

- Clean kitchen as needed,
- Vacuum lower level hallways as needed
- Dust Fellowship Hall, Gathering Place, top shelf of coat racks, East conference room, Centennial Room, and all of the pianos.

Friday:

- Empty garbage on main floor and lower level as needed.
- Clean kitchen as needed

Saturday:

- Prepare coffee and juice for Sunday morning

b) Kitchen Coordinator Responsibilities:

1. Be present and prepare coffee and tea for church functions as needed.
2. Assist anyone from the congregation who signs up to work in the kitchen and educate them on the use of any appliances to be used, as well as help in locating items in the kitchen.
3. Make sure all health rules are adhered to, according to Holland City health regulations. Rules are listed in the manual kept in the kitchen.
4. Keep kitchen area clean, except floor (wipe up all spills, but the custodian does thorough washing of floor.) Kitchen must be cleaned Mondays and Fridays, plus any other days as needed. See E-12c (2).
5. Clean communion ware when it is used.
6. Take inventory of all items in the kitchen once a year.
7. Oversee upkeep and any maintenance problems with appliances in the kitchen. Notify the church administrator if repairs are needed.
8. Polish silver as needed.
9. Purchase supplies such as coffee, tea, sugar, cream, paper plates, paper cups, napkins, juice for Sunday morning fellowship time, minor cleaning supplies, and paper for tables as needed (reimbursed by church treasurer or charged to church

account). Major purchases are to be discussed with the church administrator.

11. Report any missing items to the church administrator.
12. Supervise catering organizations as needed.
13. Clean the nursery toys quarterly.
14. Oversee any kitchen functioning:
 - (a) Supervise and assist cooks and their helpers as needed.
 - (b) Supervise and assist with set-up and serving as needed.
 - (c) Oversee clean-up: Make sure all jobs get done. Run dishwasher as needed. Put dishes away as needed
15. Empty dehumidifiers on Saturday when in use.

All arrangements for kitchen usage are to be made through the church office. The church office will notify the kitchen supervisor of work schedule and needs, and any contact person of group wishing to use the kitchen.

Accountability

The part-time custodian/kitchen coordinator works under the direction of the lead custodian but is ultimately responsible to the church administrator.

Classification

The part-time custodian/kitchen coordinator is a regular, part-time, non-exempt position