

Part-Time Custodian/Sunday and Special Events

Basic Function

Attend to all janitorial care and maintenance of church facilities, equipment and grounds on Sunday and special events, such as funerals and weddings on Saturdays. Clean building areas, set up and take down for events, remove snow and perform routine mechanical maintenance. Report breakdowns or major problems. Disarm security systems and run sound for Sunday services, funerals, weddings and other sanctuary functions.

Specific Responsibilities

Arrive Sunday morning at 7:00am

- a) Disarm alarm
- b) Turn on coffee
- c) Turn hallway lights on
- d) Unlock office and turn on copier
- e) Library – turn on lights, prop open east doors, turn TV on.
- f) Chapel – turn on lights and sound
- g) Unlock door to lower level
- h) Unlock Pine Ave. doors
- i) Unlock sanctuary and turn lights on, open front, back and pulpit doors
- j) Turn sound and video camera on
- k) Open doors to nursery, turn on lights
- l) Open stairwell doors on lower level and turn on lights
- m) Unlock rooms 1 and 2
- n) Turn on hall lights
- o) Place bulletins in sanctuary

Between services:

- a) Pick up used Friendship Folder sheets and put on Dee's desk
- b) Pick up used bulletins
- c) Straighten Hymnals and Bibles

After Second Service:

- a) Turn off video camera and edit service for TV broadcasting
- b) Turn off and unplug TV/VCR in library
- c) Turn off lights and sound in chapel
- d) Pick up loose and used bulletins to recycle
- e) Pick up Friendship Folder sheets and place in Dee's office
- f) Lock up lower level and turn off lights
- g) Lock nursery
- h) Lock sanctuary and close up library
- i) Clean up coffee counter
- j) Lock office

- k) Lock main doors
- l) Turn off all lights
- m) Normal exit time is 1 PM

Summer schedule

- a) Arrive at 8:30 AM
- b) Follow above, but leave out in-between service and chapel is not used.
- c) Lock up around 12 PM

Accountability

The Sunday and Special Events Custodian works cooperatively with the pastoral staff and those leading the Sunday programs and is responsible to the church administrator.

Classification

The Sunday and special events custodian is a regular, part-time, non-exempt position.