



## **Custodian Position Description**

### **Our Mission**

Westminster Presbyterian Church is an inclusive faith family, inspired by Jesus Christ to call, nurture, and empower disciples. We are a congregation of the Presbyterian Church (USA).

### **Accountability**

Accountable to the Office Manager and the Senior Pastor/Head of Staff.

### **Specific Duties**

1. Work alongside cleaning company to assure our facilities are clean, presentable, organized, and welcoming to the highest standard.
2. Set up rooms for meetings and other events as assigned.
3. Set and reset the sanctuary for services and events.
4. Lock and unlock the church building and interior doors as assigned. Timeliness and punctuality are important for the needs this job fulfills for the church.
5. Meet with Office Manager on Thursdays at 4:30 pm.
6. Daily Duties (Sunday - Thursday): Check the work board in the Copy Room and complete room set-ups and other tasks as assigned. There are specific duties outlined for each working day, included as a checklist at the end of the job description.
7. Work as a team member, willing to support co-workers when appropriate to actively support goals of this community of faith.
8. Responsible, mature and safety conscious.
9. Able to identify tasks that need attention and complete work in a timely manner with minimal supervision.
10. Perform other duties as assigned by the Pastor/Head of Staff or Office Manager.

### **Terms of Employment**

1. Non-exempt, part-time position (*approximately* 21 hours/week, not including shifts added for events such as weddings and funerals)
  - a. Initial Proposed Schedule
    - i. Sunday: 8:30 a.m. - 1:30 p.m. (5 hrs)
    - ii. Monday: 5:00 p.m. - 9:00 p.m. (4hrs)
    - iii. Tuesday: 5:00 p.m. - 9:00 p.m. (4hrs)
    - iv. Wednesday: 5:00 p.m. - 9:00 p.m. (4hrs)
    - v. Thursday: 4:30 p.m. - 8:30 p.m. (4hrs)

2. Schedule Expectations
  - a. Reliably work on Sundays as a part of the Sunday Staff Team. Normally requests for a Sunday off must be pre-approved by the Office Manager and Head of Staff with 7-day advance notice.
  - b. This position includes church holidays, such as Christmas Eve, Maundy Thursday, Good Friday, and occasional civic holidays that may fall on a Sunday. Civic holidays that fall on a Sunday can be arranged as a 'flex' holiday with prior approval from the Office Manager and Head of Staff.
  - c. This position supports weddings and large funerals from time to time and includes set-up and custodial needs. These may fall at times outside of the regular schedule and will be paid as extra hours at the hourly rate.
3. Hourly Rate: \$ 18.50/hour
4. Paid time off: accrues based on hours earned.
5. 1 to 3 years of custodial-related experience preferred.
6. Able to meet the physical demands of the position.
7. Display a positive "can do" attitude, an eye for detail, and be open to changes in duties.
8. Successfully pass a criminal and financial history review that indicates an absence of any behavior that would negatively impact performance in this position.
9. Work in close cooperation with the Head of Staff. A cooperative relationship with all staff and the congregation is important, while maintaining accountability.
10. Performance review will be conducted at least annually by the Head of Staff. The Personnel Committee and the Head of Staff will review the level of compensation on an annual basis.

### **Custodial Duties – Weekly Printable Checklist**

#### **Weekly Rotation Checklist – in addition to other needs as assigned**

##### **Sunday**

- Unlock doors / disarm alarm
- Open required areas (Sanctuary, Chapel, Admin Wing, etc.)
- Turn on lights
- Coffee hour setup (coffee, water pitchers, cups, creamers)
- Flowers placed on chancel podium
- Chancel checks (water pitcher, paraments, cross, floors, welcome sign)
- Be available during/after service
- Lock all doors / turn off lights (1:30–2:00pm)

##### **Monday**

- Unlock for Recovery Group (6:45pm)
- Lock after Recovery Group (9:00pm)
- Collect recycling in office and youth areas
- Setups as assigned by Joanne

**Tuesday**

- Lights out/lock-up (5–7pm unless meetings)
- Ensure towels are ready for Wednesday meal (wash/dry if needed)

**Wednesday**

- Unlock doors/lights on for Children/Youth activities & Choir
- Lock-up (~8:30pm unless meetings)

**Thursday / Pre-Sunday Tasks**

- Adult Education setup in Lounge (rows with podium)

**No Specific Day (Weekly)**

- Water all plants not located in the Welcome area and Garden Room
- Check supply levels for custodial/kitchen supplies; refill as needed and notify Office Manager of needs.

**Monthly / Occasional Tasks**

- Committee Night setup (2nd Tuesday)
- Recurring meeting setups (Session, Foundation, Prairie Readers, Camera Club, PW Circles)
- Scout meetings setup (Mondays starting Sept 15)
- Change paraments as scheduled
- Special event setups as requested
- Funeral setups: Fellowship Hall, Garden Room, Columbarium checks
- Sunday special setups (tables, snack bar, etc.)

**Baptism Prep**

- Clean baptismal font bowl insert before service
- Fill blue pitcher with warm water (10–15 mins before service)
- Move font 3–4 ft to North side of chancel
- Review scheduled baptisms with Office Manager

The custodian is an integral member of Westminster's staff, helping create an organized and welcoming atmosphere for members and visitors alike. More than just an employee, our custodian is considered a member of the Westminster community.