

Job Description--Custodian
Part-time, 19 hours per week

General Purpose: The Custodian works closely with the Parish Administrator, Rector, and other parish staff in overseeing and managing the church buildings and surrounding grounds so they are consistently attractive and well-maintained.

Reporting Relationship: The Custodian reports directly to the Parish Administrator and is ultimately accountable to the Rector.

Job Responsibilities

Daily Responsibilities:

Regular cleaning of Hemsley Hall
Set-ups for special events and outside groups, coordinated with the Parish Administrator
Inventory of supplies
Perform regular, basic maintenance duties on all buildings and grounds

Periodic Responsibilities:

Weekly cleaning of the church and Burch Hall, and for special events
Attend weekly staff meeting and buildings and grounds meetings as required
Monitor the yearly maintenance budget
Perform burial of cremains in the pet cemetery
Perform occasional minor snow removal in times of need
Maintain relationships with outside contractors and vendors
Be available for showing Hemsley Hall to potential clients on occasion
Perform polishing of the church floors twice yearly and for special events
Other cleaning/maintenance duties as required

Education Required

High school diploma or equivalent

Experience Required

One to three years

Required Skills

Attention to detail
Ability to work independently with minimal supervision, anticipating needs
Polite, hospitable, and patient demeanor with parishioners, guests, and visitors
Ability to be non-reactive in times of change or crisis
Flexibility and adaptability to quickly changing circumstances
Ability to work collaboratively and problem-solve
Ability to accommodate a flexible schedule to include evenings and weekends
A current valid driver's license and reliable transportation