

Job Description  
First Presbyterian Church of Lewistown, Montana  
Custodian

Job Title

Custodian, First Presbyterian Church of Lewistown.

Mission

The Custodian is responsible for overall cleanliness and environment of First Presbyterian Church's building and grounds. The custodian will strive to ensure the facilities offer a clean, sanitary and inviting atmosphere that reflects positively on First Presbyterian Church and its members.

The Custodian will work in a positive, constructive manner with the Pastor, Administrative Assistant, Deacons, Elders, committee leaders, congregation, and public to ensure that First Presbyterian Church of Lewistown is achieving its mission.

Accountability/Supervision

The Custodian is accountable to the Session and is supervised by and reports to the Pastor. The Custodian works closely with the Administrative Assistant on scheduled routine daily duties as well congregational leaders in support of scheduled events that includes but not limited to church programs, funerals, weddings, and scheduled building use. The Custodian will be evaluated at least annually by the Pastor and the Personnel Committee of the church.

Schedule

The Custodian's schedule can be flexible if he/she is meeting the needs of the church. The Custodian does need to be in the building multiple times per week to ensure bathrooms, office space, and shared hallways are kept clean for the various groups using our facilities during the week. However, the Custodian can set the particular hours, including evening hours according to his/her schedule. A regular schedule will be work out with the Pastor, but the Custodian can expect to average 10 hours per week.

Pay

The Custodian is a part-time employee and is paid an hourly wage (\$14/hour) and will submit a timesheet to the Pastor and Church Treasurer once a month to accurately

account for total hours work. The Custodian will make efficient use of his/her time to ensure that the Custodian's responsibilities are met in a reasonable amount of time.

### Skills and Qualifications

The Custodian should have experience with the following skills:

- Experience with basic cleaning supplies, including operating vacuums and kitchen appliances.
- Must be able to establish and maintain a clean, safe and sanitary environment of the church's building.
- Clear and direct communication to ask questions and communicate concerns to the Pastor and/or Personnel Committee as necessary.
- Must be able to be proactive, seeing what needs to be done, and work with minimal supervision.
- Must be able to be entrusted with keys and property access belonging to the First Presbyterian Church.

The following is also required

- High school diploma or GED preferred.
- 18 years or older.
- Able to lift up to 50 pounds.
- Able to sweep, mop and vacuum, and reach above shoulders.
- A background check is required prior to beginning employment.

### Responsibilities

The Custodian will be responsible for the following:

- Active participant of the "Department of First Impressions" ensuring that the building is clean and welcoming for all who enter during the week and on Sunday mornings. This includes, but is not limited to,
  - Emptying garbage throughout the building
  - Sweeping, mopping, and vacuuming floors throughout the building
  - Cleaning all bathrooms and ensuring they are stocked with necessary supplies
  - Maintaining a clean environment in the Sanctuary
- Communication
  - Coordinate with the Administrative Assistant about needed supplies throughout the building
  - Communicate plumbing and electrical concerns to the Pastor so that they can be promptly followed up with
- Church Operations
  - If necessary, in coordination with the Buildings and Ground Committee, help with a semi-annual Church Clean Up Days and winterizing the

building. (Note, it is not expected that the Custodian provide for snow removal in the winter months)

- Other duties as assigned in conversation with the Pastor and Personnel Committee

Because of the varied schedule of events and programs at the church, it is expected that the Custodian would be in the building on several occasions throughout the week, including the possibility of Saturday evenings in preparation for Sunday morning worship.

It is expected that both ongoing church activities and outside church groups using the facilities will have respect for the building and property and will leave the facilities in same condition as when they took possession of the area in use. However, at times, the Custodian could be responsible for cleaning up after groups who do not abide by such expectations, therefore requiring additional hours in a given week. These efforts should be undertaken in conversation with the Pastor and hours will be compensated appropriately.

### Application

To apply, please submit a resume, or summary of qualifications, including at least three references to Rev. Kimmy Briggs at First Presbyterian Church (kimmyfpclwtn@midrivers.com).