



First Congregational Church of Long Beach
UNITED CHURCH OF CHRIST

CUSTODIAN

CLASSIFICATION: Nonexempt
REPORTS TO: Business Manager
DATE: 10/7/2022

SUMMARY/OBJECTIVE – Under the supervision of the Business Manager this position participates in the work of a crew of one or more additional custodian(s) responsible for performing the full range of custodial duties and responsibilities to maintain a clean, healthy, and productive church and working environment. Specifically, performs work related to the care, maintenance, cleaning, and sanitizing assigned buildings and facilities; performs minor maintenance to buildings and adjacent grounds; moves and arranges furniture and equipment as necessary; interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to the Business Manager and Lead Custodian.

ESSENTIAL FUNCTIONS -

1. Maintenance—

- Rearrange or set up tables, chairs, etc. for meetings and special events as needed.
- Reset room(s) to their normal set configuration at the end of events.
- Put away supplies and/or equipment at the end of meetings or special events.
- Document all broken items, electrical and plumbing problems, or deficiency of supplies to the Business Manager.
- Empty trash at the end of events, or during the event as may be necessary.
- Check bathrooms for supplies; restock, as necessary.
- Prepare coffee or hot water, if assigned to do so in work order.
- Replace burnt out light bulbs as they occur.
- Clean-up spills, using proper safety equipment, as they occur.
- Sweep, vacuum and/or mop floors at the end of events.
- Minor painting, plumbing, patching of walls and other building repair work, as necessary.
- Troubleshoot problems during church events and services.
- Respond to facility users requests for custodial and maintenance services.
- Other cleaning or moving of items may be required.

2. Security—

- Open the minimum number of doors necessary for events.

- Ensure that doors are not left propped open.
- Check all interior rooms and perimeter of buildings at intervals.
- Open rooms or provide facilities to outside groups as authorized in work orders.
- Monitor and observe campus for unwelcome persons and behaviors.
- Call emergency responders as needed.
- Assist in directing parking during large events.
- Regularly monitor church parking for illegally parked vehicles, and have towed, if necessary,
- Properly secure facilities at close of events/meetings.
 - Check and lock all interior doors.
 - Ensure that all electronic equipment has been returned to locked storage.
 - Check and lock all exterior doors and windows.
 - Turn off interior lights.

3. Public Relations –

- Be patient, helpful, courteous, and accommodating.
- Help tenants, vendors, and members of the church when needed.

4. Perform other duties as assigned by the Business Manager or Lead Custodian that are appropriate to the position.

COMPETENCY – Requires the legal ability to work in the United States; able to pass a background check; able to speak and write English commensurate with duties and responsibilities of position; good communication skills; ability to exercise good judgment in decision-making and communications; ability to clean and maintain the facilities using appropriate supplies and services; ability to use basic hand and power tools to complete minor repairs and maintenance; able to work evenings and/or weekends (a flexible schedule); and reliable transportation.

Other competencies needed:

- Must be punctual,
- Tactful in their conversations with staff, church members, visitors, and vendors,
- Respectful of the religious and cultural beliefs of others,
- Must be able to show initiative in helping to provide solutions to problems,
- An organized person with an eye for detail,
- Flexibility in scheduling to accommodate special projects and events.

WORK ENVIRONMENT – This job operates in a religious and professional office and church environment. This position expects the person to respect religious objects and practices of this church. This role routinely uses cleaning and maintenance tools and equipment.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to lift items weighing up to 50 lbs. Must be able to climb ladders and

stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TYPE AND HOURS OF WORK – This is a part-time, hourly, nonexempt position. A 20-30 hour per week work schedule will be established in consultation with the supervisor. **Sunday mornings will be required. Some evening hours and Saturday morning hours may be required.**

BENEFITS – Paid holiday, vacation, sickness, jury duty, and bereavement leave. Uniform shirt(s) provided; safety equipment (gloves, facemasks, goggles and back-belts) provided as needed. Worker’s Compensation and State Disability Insurance coverage.

REQUIRED EDUCATION AND EXPERIENCE – High School diploma or equivalent and 2-3 years practical experience.

This is a Drug Free Workplace. Church employees may not use, possess, distribute, sell or be under the influence of alcohol or drugs while on the church premises. Violation of this policy is grounds for termination. Smoking is not permitted on church property.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

First Congregational Church/LB reserves the right to change the duties of the job description at any time.

It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status.

Acknowledged by:

Employee Name

Supervisor Name

Signature

Signature

Date:

Date: