

TITLE: PRESCHOOL CUSTODIAN**REPORTS TO: Lead Pastor****POSITION TYPE:** Part-time, non-exempt (.25 FTE)**HOURS:** 6:00—8:00 pm, Monday—Friday (negotiable to later hours)**WAGE/SALARY RANGE:** beginning at \$12 per hour, based on experience

SUMMARY OF POSITION & RESULTS EXPECTED: An effective Preschool Custodian supports the mission and ministry of Concord Church and the YMCA Early Childhood Center by maintaining the cleanliness and security of the preschool classrooms and Church grounds.

SPIRITUAL GIFTS AND QUALIFICATIONS:

- This person will ideally be a growing Christian with a desire to serve God through the ministry of custodial work and must support the mission and vision of Concord Church.
- This person should have experience cleaning offices or other public spaces.
- This person should be knowledgeable of cleaning supplies and methods for polishing furniture, sanitizing kitchen appliances and bathroom fixtures, vacuuming carpets, mopping and polishing floors, and cleaning windows.
- This person must be knowledgeable of cleaning requirements specific to operating a state-licensed child care facility.
- This person must work well with others, possess good communication skills, and demonstrate ability to maintain confidentiality.
- This person must demonstrate effective time management skills and a high capacity to work in a self-directed environment.

RESPONSIBILITIES:

- **Maintain cleanliness of church facility and grounds, including (but not necessarily limited to):**
 - Perform daily floor care in education wing, to include: vacuuming & sweeping and mopping floors
 - Clean education wing bathrooms and sinks daily
 - Clean education wing windows and glass doors weekly and otherwise as needed
 - Clean education wing doorknobs and handles daily
 - Collect and remove education wing trash and sanitize diaper receptacles daily
 - Ensure all doors are locked and securely closed and lights are off before leaving
 - Assist with table/chair set up for special events.

- **Communicate, coordinate, and cooperate with other staff & lay leaders:**
 - Cooperate with Church Custodian to provide mutual coverage of essential tasks in the event of either employee’s absence due to illness or scheduled time off
 - Coordinate with Church Custodian and church office to maintain inventory of custodial supplies
 - Immediately report any maintenance or repair needs to Church Custodian, Lead Pastor and/or Trustees
- **Perform other tasks congruent with the nature and goals of this position, as directed by the Pastor for the good of the Church**
- **Adhere to Safe Sanctuary Policy and Procedures (including consent to criminal background screening)**



I hereby acknowledge that I have read and understand the above Ministry Position Description and attest that I am capable of fulfilling all requirements and expectations of this position. I am aware that this is not a contract for employment and that all specific details of the position are not included in this Ministry Position Description.

SIGNATURE

DATE

PRINTED NAME

SIGNATURE OF SUPERVISOR