

Alger Park Church Custodian Job Description (part time estimated 10 hours per week)

Performs

- Seasonal cleaning tasks: carpet cleaning, hard floor treatments, window cleaning
- Routine grounds tasks: flowers, yard pick-up, watering, entrances and walkways
- Routine maintenance tasks: batteries, light bulbs, pest control
- Special maintenance tasks: painting touch-up, closet organizing

Qualifications

- Ability to take initiative in completing tasks
- Ability to climb ladders and stairs; ability to lift at least 50 pounds
- Ability to develop constructive relationships with staff and church members
- Experience with commercial cleaning procedures and "handyman" tasks preferred

Specific Responsibilities (Including but not limited to):

- Collect trash and properly sort into landfill, recycling, and organicycle; break down cardboard boxes; roll carts to the road on designated days
- Clean ovens and refrigerators semi-annually
- Wash walls in high traffic areas annually
- Replace batteries in clocks, smoke detectors, etc. Replace light bulbs as needed
- Manage pest control: mice, ants, etc.
- Work with facilities coordinator to clean up after contractors doing work on the building
- Work with facilities coordinator on small painting and caulking projects as time permits
- Work with facilities coordinator and office administrator on closet and cabinet cleaning and organizing as time permits
- Work with facilities coordinator and office administrator to maintain a "tight ship"
- Assist with event preparations when appropriate (as part of the staff team)
- Grounds keeping: sweep/blow out entrances before weekday events and Sunday services
- Grounds keeping: apply ice melt if needed to walks and entryways (beyond contractor services)
- Grounds keeping: plant flowers in the spring and maintain them over the summer with weeding, watering, and fertilizer
- Grounds keeping: manage sprinklers for north playground and memory garden, water potted plants, monitor soakers and underground (adjust days/frequency as needed)
- Grounds keeping: pick up and organicycle fallen branches/sticks (after storms especially)
- Grounds keeping: pick up trash along the adjacent roads and on the grounds, pick up animal feces on the grounds
- Grounds keeping: apply deer repellent to vulnerable flowers (Hosta, Tithonia, Sweet Potato Vine)