

Hope Church
77 W. 11th St., Holland MI 49423
JOB DESCRIPTION

- Title:** CUSTODIAN
- Reports to:** Church Administrator
- Salary Range:** Salary based on \$15 an hour with higher range for experience
- Hours of Work:** This is a part-time salaried position. The hours, averaging 32 hours per week are flexible (with Sunday mornings being a requirement), with additional hours for special church events, but mutually agreed upon between the employee and the Personnel Committee.
- Position Purpose:** This person is expected to be a person qualified for the maintenance and upkeep of the church building and grounds. This person will provide reliable and consistent support for the Hope Church program including Sunday and weekday room usage and readiness.
- Job Summary:** This person is expected to be qualified to do minor repairs and upkeep of the church facility, restroom and cleaning supply inventories, to establish a consistent cleaning and maintenance schedule of the church building, to be available for weekly room set-ups, and to maintain a schedule for church van maintenance and vehicle registration. This person will be trained to work with the church's HVAC system so as to help manage the heating and cooling needs. This person will be trained to work with the church's sound system so as to be available for the church's audio needs.
- This person will work closely with the church administrator and the building administrator to coordinate needed building and van maintenance and repairs with the church schedule. It is the expectation that the entire staff will work cooperatively to fulfill the mission of the church.

Essential Duties and Responsibilities:

Weekdays:

- Perform the custodial duties as described on the attached Custodial Work List.
- Check online schedule weekly and maintain a personal copy for room set-up needs. Office will have organized calendar detailing all rooms needing set ups/breakdowns for each day. Special times such as Advent and Lent may have more work hours needed.
- During winter, shovel and salt church entrances as needed to keep the areas clear and safe.

- Schedule van maintenance before major van trips and be responsible for yearly registration renewal.
- Unlock and relock building as needed for church events – which may require coming in at night to secure the building
- Run the sound system for occasional evening-non-Sunday worship services, funerals, and weddings (additional stipends paid for funerals and weddings). Evening services include:
 - Ash Wednesday
 - Maundy Thursday Tenebrae Service
 - Thanksgiving Eve Service
 - Christmas Eve 5:30 PM and 11 PM Services
- Back up person for the housekeeper

Sundays during program year, September through May:

Open church building at 7:30 a.m. and follow Sunday custodial work list (see attached). Be available for any special needs of the adult education classes from 9:30-10:00 a.m. and any general church set-up needs for the remainder of the morning. Following worship and any after-worship activities, close down building per custodial work list.

Sundays during June, July and August:

Open church building by 8:30 a.m. and follow summer Sunday custodial work list (see attached).

Sundays in winter:

Shovel and salt church entrances as needed to keep the areas clear and safe.

Essential skills and experience required:

- Must be familiar with general cleaning techniques.
- Must have some knowledge of simple plumbing, electrical and general repair work on large facilities.
- Must be able to spend several hours standing, walking, reaching, and bending over.
- Ability to lift up to 40-50 lbs
- Exceptional people and communication skills.
- Organizational abilities. Shows initiative and works independently. Ability to multi-task.
- Experience and proficiency in computer skills including email, Microsoft Office Suite (Word, Excel).
- Must be flexible and willing to adapt to varying schedules and level of work required from week to week.