



COMMUNITY  
PRESBYTERIAN CHURCH

### JOB DESCRIPTION

DATE: 2/12/19

**JOB TITLE:** Custodian  
**DEPARTMENT:** Facilities  
**REPORTS TO:** Sr. Lead Custodian & Lead Custodian  
**CLASSIFICATION:** Non-Exempt

**PURPOSE/SCOPE OF JOB:** The primary purpose for this position is to provide meeting room setups, maintenance, and repair for CPP, SRVCA and CPC.

**REPORTING RELATIONSHIPS:** Sr. Lead Custodian, Lead Custodian, & Director of Operations

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Prepare and strike meeting rooms, classrooms, and campus areas as directed
- Clean and maintain good working function of the campus
- Complete work orders as requested
- Secure rooms not in use by locking doors and windows
- Work effectively with CPC staff, volunteers and congregants using courtesy, patience and discretion at all times
- Perform various basic maintenance & repairs on campus daily

#### **SECONDARY JOB RESPONSIBILITIES:**

- Follow procedures described in the Human Resource Policy & Procedures Handbook
- Demonstrate work behavior consistent with the CPC Leadership Commitments
- Be unified in purpose. Work effectively with others and in teams.
- Keep leadership informed of issues that may impact CPC's abilities to meet its strategic goals.
- Perform all duties to meet time and program requirements
- Perform other duties, as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to meet physical requirements such as climbing a ladder or balancing on a ladder, stooping, kneeling, crouching or crawling, standing, walking, hearing, frequently lift or move up to 50 pounds, peripheral vision and depth perception.
- While performing this job the employee may be exposed to wet conditions, moving mechanical parts, electrical connections, climbing to high places, chemicals used in cleaning and maintenance and outside weather conditions.
- Communication and interpersonal skills, with staff, congregants and visitors is essential.
- Ability to follow instructions furnished in oral, written or diagram form.
- Ability to read and interpret documents such as safety rules, operations instructions and the Event Setup Worksheet.
- Ability to use our ticketing software and respond to emails and perform various computer tasks as needed.