**CUSTODIAN JOB ANNOUNCEMENT**

**PEOPLES PRESBYTERIAN CHURCH is seeking a CUSTODIAN for Part-Time Work (20hrs/week)**

The custodian at Peoples Presbyterian Church, 2780 York Street in Denver is responsible for the upkeep and overall cleanliness of the church building and grounds. The custodian is accountable to the Session (Board) through the pastor and the pastor’s designee from the Building & Grounds Committee.

**DUTIES INCLUDE:**

WEEKLY:

* Empty all trashcans and reline with fresh, clean trash bags
* Clean all restrooms and replenish supplies
* Wet mop floors in all rooms and hallways. Wet mop the kitchen and Ichishita Room immediately after use. Wet mop Mullins Auditorium each Monday after worship and after each special event
* Vacuum all carpeted areas weekly and as directed for special events
* Clean sanctuary and balcony after worship services and other events
* Set up the sanctuary for worship and/or special events, e.g. furniture arrangement
* Seasonal Lawn care including mowing
* Attend staff meetings as needed to coordinate events

MONTHLY:

* Dust all rooms & wash window sills
* Wipe down walls and ceilings for spider webs

AS NEEDED:

* Change lightbulbs, Inventory supplies and equipment.
* Purchases shall be cleared through the Administrative Assistant or Treasurer
* Wash baseboards on a quarterly basis

EMPLOYMENT QUALIFICATIONS AS REQUIRED BY CHURCH POLICY AND INSURANCE

* Submit information for Criminal Background Check
* Show Social Security card and copy of Drivers’ License or I.D.
* Provide three (3) letters of recommendation

ACCOUNTABILITY

* Work twenty (20) hours per week. Compensation is beginning salary of $11,444 yearly.
* Three (3) month probationary period to determine job fit and performance
* The pastor is the direct day-to-day supervisor and will evaluate performance every six (6) months. In the absence of a pastor, the Personnel Committee and the Session will perform these duties.
* Meet annually with the Personnel Committee to review the adequacy of performance and compensation
* Allotted leave days are ten (10) leave days per year.

Please submit resume to Peoples Presbyterian Church online at peoplespres@juno.com with “Custodian Position” in the Subject line.