

JOB DESCRIPTION – MAINTENANCE CUSTODIAN

All applicants for the job of maintenance custodian must submit a written resume prior to an interview. The resume will be placed on file.

New employees will have a six week evaluation. Thereafter, it will be an annual evaluation by the Board of Trustees and the Staff Parrish Relations Committee and placed on file prior to the October meeting.

The salary will be determined by the Staff Relations Committee. Payment of salary will be on the church's scheduled pay days. Vacation/time off shall be given according to the basic Employee Policy.

The hiring and releasing of the maintenance custodial personnel will be handled by the Staff Parrish Relations Committee. The specific details of the job will be directed by the Board of Trustees (number of hours required to complete the necessary work will be adjusted by the Board of Trustees).

GENERAL MAINTENANCE DUTIES:

The maintenance custodian's responsibilities will be to take care of all minor repairs around the church and purchase needed materials for repairs.

Perform the following Routine Care:

- Check all of the doors daily
- Check the furnace daily for any problems
 - o Alert the Trustees Chairman and/or the Pastor of any problems with the furnace or air conditioner.
- Check air compressor oil level periodically
- Drain air compressor tanks of water monthly or more if needed
- Check 3 air handling units air filters twice a year and change as needed
- Grease 3 air handling unit once per year
 - o 2 short pumps per bearing
- Turn organ blower grease cup 1/4 turn yearly
 - o Fill cup as needed
- Check that Joseph Day Co is submitting CSD1- once per year
- Change heating systems time clocks to daylight savings time.
- Change lower parking lot light time clocks by season (located in the organ blower room)

Other Duties:

- Remove snow and ice from all entry ways
 - o This includes special events and activities
- Stay up to date on the church calendar
- Set up table and chairs for funerals
 - o On Saturdays only: clean up following funeral service/luncheons
 - Sanctuary
 - Restrooms Upstairs/Downstairs
 - Fellowship hall
 - Nursery/childcare rooms
 - o Additional payment will be given for these events

Be willing to assist the Pastor, Administrative Assistant or Board of Trustees Chairman with any off jobs as time and ability allows.

Adopted: 5-18-16
Updated: May 2023