

Part Time Custodian \ Maintenance Job Description – Christ Our Light Church

We are seeking a proactive, efficient part time (Sunday through Thursday) Church Custodian (Light Maintenance duties) who possesses an understanding of proper cleaning methods.

Duties

The Church Custodian will ensure that all publicly accessible areas of the church, parish center, and offices are clean and sanitized according to CDC Covid – 19 guidelines, ready for staff members and the congregation to use.

You will make minor repairs, change light bulbs, vacuum, sweep, mop and scrub floors, sanitize surfaces, and restock items, such as toilet paper, paper towels, and other supplies both on a regular basis or as needed.

You will also maintain supply inventory, submit purchase requests, and assist with preparations for events, such as daily mass, weddings, baptisms and \ or funerals.

To be a successful Church Custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. You should also be knowledgeable about proper chemical handling and cleaning techniques and have the ability to make simple and basic repairs, e.g. turning off water of a leaking or clogged sink \ toilet.

Responsibilities:

Maintaining clean church facilities by performing daily duties and daily spot cleaning in all public areas of the building, including all bathrooms, sanctuary, kitchens, the church, offices, and meeting rooms.

Working with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.

Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions. To follow CDC sanitizing guidelines in sanitizing all areas.

Perform simple and light duty maintenance, such as changing light bulbs, repairing damaged walls, painting, restocking all supplies as needed, and making simple repairs.

Assisting with event preparations and clean up.

Taking inventory of cleaners and other supplies and submitting purchase requests when items need to be replenished.

Interacting with church staff and visitors in a respectful and positive manner.

Church Custodian Requirements:

High School Diploma or equivalent.

Custodial experience and \ or training is required.

Understanding of cleaning techniques, CDC guidelines, and safety procedures.

Ability to lift up to 50lbs and pass a background check and possible pre-employment drug screening.

Strong communication, comprehension, and interpersonal skills.

Flexibility to adjust their schedule to suit the needs of the church.

Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

Resume and Application Information

Candidate will submit a resume by 11/01/2021 by 5pm.

Candidate will provide three professional references.

All resumes are to be either mailed or emailed to Christ Our Light.

Please email employment@christourlight.net

Or mail directly to

Attention: Reverend John P. Picinic, Christ Our Light, 402 Kings Hwy N, Cherry Hill, NJ 08034

Miscellaneous

Salary commensurate with experience

Hours – 28 total (Sunday 6:00am – noon; Monday, Tuesday, Wednesday and Thursday 6:00am – 11:30am)