

## **FIRST UNITED CHURCH OAK PARK**

848 Lake Street  
Oak Park, Illinois 60301

### **Job Description for Lead Custodian**

(Temporary, Part Time Position, 20 hours/week)

#### **A. Primary Function**

1. Be responsible for the general maintenance of the building to include the interior and exterior upkeep of the property.
2. Perform needed tasks and coordinate the schedules and assignments of the custodial staff to ensure that all requirements are met on a timely basis.
3. Work in partnership with the Operations Manager to keep the church building and grounds in good working condition and to plan the use of resources toward that goal.

#### **B. Other Responsibilities**

1. Be available to set-up and staff special events; both outside groups and church activities.
2. Ensure that proper supply of equipment and materials is available to the custodial staff to complete assigned tasks and that the kitchen supplies used by staff and members are maintained at proper levels.
3. Complete twice-weekly inspections of the church both interior and exterior to track things like burnt out light bulbs, and repair issues and resolve those issues which require immediate attention
4. Report weekly to supervisor on status of the building, assigned tasks, schedules, use of resources and any unexpected maintenance issues
5. Report misuse of church space by any church or outside group to the Operations Manager and/or the Lead Pastor.
6. Specific maintenance tasks performed by the custodial staff include:
  - a. Remove litter, snow, ice from building stairs, walkways and sidewalks
  - b. Mow the lawns and water the various gardens and flower pots
  - c. Sweep and vacuum the Sanctuary
  - d. Dust and/or polish wood surfaces in the Sanctuary and Chapel
  - e. Check restrooms for supplies and cleanliness
  - f. Dust and/or wash the floor in the Narthex and Centennial Hall

- g. Empty the large blue recycling bins located through the church (twice a week)
- h. Secure the building before leaving, including walking the perimeter of the building. Check all doors. Check all windows.

### **C. Relationships**

- 1. Reports to the Operations Manager.
- 2. Schedules and coordinates with the other members of the Custodial staff.
- 3. Participates on the administrative team which includes the Operations Manager, the chair of Building and Grounds, the Office Manager, and the Custodians. The lead pastor is an ex-officio member of the team available for direction and counsel when needed.
- 4. Is always available to church members and staff who need assistance.
- 5. Is always be courteous to staff, church members and guests of the church.

### **D. Requirements**

- 1. Customer service oriented attitude and the ability to work cooperatively with members of the staff, the congregation and others.
- 2. Must be able to move and lift objects up to 100 lbs. in weight.
- 3. Must be able to climb ladders including the 25 ft ladder in the church's Bell Tower.
- 4. Observes safe working habits and practices and ensures such practices are used by the custodial staff.
- 5. Must be available to work some evening hours, weekend hours and special events; ability to be reached by cell phone is preferred.