

Camp Hill Presbyterian Church
101 N. 23rd St., Camp Hill, PA 17011
www.camphillpres.org

POSITION TITLE: Custodian

MISSION: Devoted to Christ — Committed to Service. Devoted followers of Jesus Christ committed to service in His name; through worship, study, prayer, and praise; through mission to the world near and far; and through ministries of care and comfort to all.

JOB DESCRIPTION: The Custodian, working with the chair of Property and Maintenance Commission, will be responsible for the cleaning and maintenance of Camp Hill Presbyterian Church and grounds. Responsibilities include regular cleaning and maintenance, assisting with setup of facilities for church events, accomplishing preventative maintenance on all facilities/equipment, performing needed repairs/service as able, monitoring/assisting contractors and volunteers making sure necessary tasks are performed.

ACCOUNTABILITY: This position is accountable to the Pastor, as Head of Staff, and the Session via the Session's designated Staff Commission representative, in cooperation with the Property and Maintenance Commission.

QUALIFICATIONS:

- Education/Certification — Possess a high school diploma or hold a general education degree (GED) certificate.
- Two years of prior experience in custodial duties, preferably in a church or similar setting.
- Must be able to successfully obtain all required child abuse background checks.

SPECIAL KNOWLEDGE/SKILLS:

- The successful applicant must submit background checks meeting the requirements of Pennsylvania state law.
- Has the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
- Be conscientious and able to work independently (unsupervised).
- Be familiar with custodial equipment (e.g. hand and small power tools, ladders, floor buffers, vacuums, carpet cleaners, etc.).
- Has knowledge of cleaning methods and materials.
- Has the ability to conduct custodial inspections.
- Has the ability to plan and organize.
- Has strong customer service skills and the ability to get along with others.
- Be punctual, trustworthy, and willing to work.
- Be flexible in availability to accommodate the schedule of church activities
- Possess report preparation skills.
- Has the ability to maintain confidentiality.

SCOPE OF THE WORK:

- Working with the Chair of the Property and Maintenance Commission, manages, and performs all work related to the maintenance of Camp Hill Presbyterian Church (CHPC), including but not limited to HVAC, plumbing, electrical, custodial and security.
- Maintains equipment by closely monitoring equipment and completing necessary testing as required.
- Performs repairs as needed and able.

- Oversees and provides custodial needs of CHPC.
- Ensures proper set up, take down, and coverage for meetings, events, worship, weddings, funerals, and special events (e.g. Music, Art, and Drama series events) as directed.
- Works with Chair of Property and Maintenance Commission and Head of Staff to report problems, solutions, and costs associated.
- Provides regular status updates on any pending project.
- Promotes a positive team attitude with employees and volunteers.
- Develops, oversees, and may assist teams of volunteers providing maintenance services such as cleaning, painting, and landscaping.
- Assists contractors and vendors as they relate to maintenance.
- Develops and maintains a relationship with all contractors and vendors ensuring efficient facility operations.
- Works with the Chair of Property and Maintenance Commission to manage the annual facility budget. May assist in key distribution as requested by management.
- Regularly inspects property for areas of concern.
- Address maintenance concerns at the Manse.
- Ensures compliance and implementation of policies as they relate to facilities.
- Provides snow removal as needed and as requested.
- Provides lawn and garden maintenance as needed and as requested.
- Attends staff meetings.
- Serves as primary contact for facility-related emergencies, which may require evening and weekend work.
- Coordinates the completion of weekly, monthly, Christian Education, and related summer and seasonal cleaning objectives as attached hereto.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to communicate effectively (verbal and written).
- Ability to maintain emotional control under stress.
- Ability to lift at least 50 pounds and move heavy objects and stand and/or walk for extended periods of time.
- Ability to perform repetitive motions and bend, stoop, or reach.
- Have sufficient hand, arm, and finger dexterity to operate machinery and motor vehicles.
- Requires visual acuity to read words and numbers.
- Speaking and hearing ability sufficient to communicate in person or over the phone.
- Requires sufficient eyesight to maintain a PA driver's license

WORK WEEK/BENEFITS:

This is a full-time salaried position of forty (40) hours per week during normal business hours (weekdays Monday-Friday) and on Sunday (A.M.). Annual salary for this position ranges from \$37,440 to \$45,760 depending upon work experience and qualifications. We offer ten (10) days paid time off during the first year of employment and five (5) additional days of paid time off during the second year of employment. One additional day of paid time off shall be added for each subsequent year of employment up to a maximum of twenty (20) days total paid time off. Paid time off shall be granted, approved, and governed by the provisions set forth in the Personnel Guidelines of the CHPC. We offer thirteen (13) paid holidays per year. A health care expense reimbursement plan (QSEHRA) and a 403(b) retirement savings plan are available if the employee chooses to participate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Camp Hill Presbyterian Church's (CHPC) at-will employment, duties, and responsibilities are subject to the CHPC Personnel Guidelines adopted by Session.