

## **Head Custodian**

Park Ridge Presbyterian Church (PRPC) is a multi-generational and growing congregation with 260+ members located in Park Ridge, Illinois (northwest suburb of Chicago) with a calling to “Engage and Inspire All People to Share God’s Love, Grow in Faith, and Serve as Disciples.” As part of that calling, PRPC is committed to supporting people of all ages in the journey of faith so that they can share God’s love, grow in faith, serve as a disciple, and help others do the same.

### **Job Summary:**

Under the direct supervision of the Board of Trustees and the Building & Grounds Committee, the Head Custodian oversees and conducts facility and property maintenance of the church which includes the main church facilities, a church-owned private residence, outside grounds, and parking lot. Duties include cleaning, maintenance, preventative care, housekeeping duties, grounds keeping, safety and security as it relates to the physical property. While this role functions primarily Monday through Friday, flexibility is required to support special and unexpected events, such as funerals, weddings, rummage sale, inclement weather, unforeseen emergency circumstances, and unexpected equipment malfunctions and repairs.

### **Essential Functions:**

- Vigilance in observing the condition of all the church property and report problems to the Building & Grounds Committee/Trustees for proper consideration.
- Supervise, manage, prioritize, direct, and assist the custodial staff (currently one full-time daytime custodian and one part-time nighttime custodian).
- Perform and direct custodial maintenance duties including, but not limited to:
  - Dust and mop floors.
  - Vacuum carpets.
  - Clean restrooms and restock paper and soap supplies.
  - Perform routine maintenance to custodial equipment and supplies.
  - Empty trash receptacles and bag waste for proper disposal.
  - Change light bulbs.
  - Lock doors after cleaning areas.
- Provide room set-up and breakdown related to church sponsored functions as well as clean up after functions as directed by the Board of Trustees and the Buildings & Grounds Committee.
- Ensure proper care in the use and maintenance of equipment, tools, and supplies; promote continuous improvement of workplace safety and environmental practices.
- Oversee and/or assist with mowing lawns and general yard work (includes collaboration with volunteers).
- Oversee and/or assist with snow removal activities.
- Oversee and/or assist with HVAC, plumbing, electrical work, and other maintenance needs.
- Perform miscellaneous job-related duties as assigned.

- Collaborate with Senior Pastor and Administrative Assistant to identify event requirements and needs for custodial support.

### **Minimum Qualifications:**

- Strong interpersonal and verbal communication
- Ability to understand, follow, and enforce safety procedures
- Knowledge and skill in safe use of cleaning equipment and supplies
- Knowledge and skill in operating vacuums, hand and power tools
- Knowledge and skill in performing routine maintenance to custodial equipment
- Requires heavy physical work; heavy lifting, pushing or pulling of objects up to 50 pounds. Physical work is a primary part (more than 70%) of the job.
- Familiarity with HVAC maintenance (preferred, training can be provided)

### **Core Competencies:**

- Strong organization and time management skills.
- Strong verbal, listening, and interpersonal skills.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Basic computer skills (word processing and e-mail) are preferred.

### **Terms of Employment:**

- Position hours are M-F, 6 am to 2:30 pm
- Head custodian must be available to work on Saturdays and Sundays as needed
- Compensation based upon experience.
  - This is an hourly position.
  - Overtime pay is available with supervisor's approval
- PTO is earned at the employee's anniversary date. With written approval from the designated supervisor, one week of vacation may be used after 6 months of employment. PTO is based on the length of employment at the Church (1-5 years of employment: 2 weeks, 6+ years of employment: 3 weeks).
- Employment contingent upon a background check.
- Other terms of employment are outlined in the Park Ridge Presbyterian Church Employment Manual and Policies.

### **Application Process:**

Submit cover letter, resume, and references to the church office at [office@parkridgepresby.org](mailto:office@parkridgepresby.org).