

Custodian
Greeneville Cumberland Presbyterian Church
10/17/24

Position Summary:

The Custodian for the Greeneville Cumberland Presbyterian Church will play an essential role in maintaining a general cleanliness of the church property, overall maintenance of buildings and grounds, and timely set-up of necessary furniture and equipment.

Responsibilities:

- **Cleaning**
 - Complete a weekly schedule of vacuuming, sweeping, mopping, dusting, garbage removal, sanitizing bathrooms, replenishing paper products & soap, outdoor trash pick-up, etc.
 - Submit supply orders to Office Administrator
 - Complete a monthly schedule of cleaning windows, baseboards, etc.
 - Work with the Properties Committee to establish a schedule for stripping/waxing floors, cleaning carpets, and other annual projects.
- **Maintenance**
 - Change air return filters routinely
 - Check all lights and replace bulbs as needed
 - Proactively care for church property to avoid untimely breakdown of equipment
 - Complete repairs that can be finished within an hour, contact Properties Committee for larger projects
- **Additional Duties:**
 - Set up tables and chairs in accordance with the GCPC Facility Usage Application.
 - Mow grass, trim hedges, etc.
 - Other duties as assigned.
- **Qualifications:**
 - Good physical endurance and ability to work on feet for extended hours.
 - Attention to detail.
 - Ability to receive and respond to instruction and criticism.
 - Ability to manage multiple tasks simultaneously and prioritize effectively.
 - Ability to complete tasks without constant supervision.
 - A heart for serving others and a commitment to the mission of the church.