

Mt. Lebanon Evangelical Presbyterian Church
255 Washington Rd. Pittsburgh, PA 15216

Purpose: The custodian maintains the church buildings and surrounding property to ensure that the facility is always safe, clean, and ready for use.

Reports to: Facilities Manager

General Duties:

- * Execute daily assigned tasks relating to cleaning, maintenance, and room/equipment set up and tear down
- * Execute periodically-assigned tasks such as floor stripping/waxing, carpet shampooing, window cleaning, etc.
- * Execute exterior maintenance projects as assigned, including grass cutting, tree branch trimming, gardening, snow shoveling, and applying de-icing materials to steps and walkways
- * Execute basic equipment maintenance and repair tasks as may be assigned from time to time
- * Alert Facilities Manager to cleaning and maintenance supply requirements
- * Re-stock kitchen and restroom areas with supplies as required
- * Conduct daily walk-around to inspect the facility and grounds for situations requiring maintenance or other attention to assure a safe and clean environment
- * Depending upon shift, open the building each morning and secure the building each evening
- * Operate kitchen dishwasher and maintain kitchen in a neat and orderly manner
- * Perform other duties as assigned by the Facilities Manager

Qualifications:

- * Demonstrated ability to understand and execute work assignments and job responsibilities, and to take initiative on projects within the scope of the job
- * Physical capability and endurance to repeatedly lift and move heavy objects (tables, chairs, etc.), and engage in physical activity indoors and outdoors in all weather conditions
- * Demonstrated ability to work reliably, effectively, and in a harmonious manner with church staff, church members, and the custodial team

This is a part-time position on weekday mornings and/or evenings and may require weekend work and occasional holiday work (Christmas Eve, Easter, etc.)

Working schedule can be flexible. The custodian will be expected to be prompt in reporting for work and completing responsibilities in a timely and dependable manner. He/she must be professional and courteous when dealing with staff, visitors, and congregants. He/she must be physically fit and able to carry up to 50 lbs.

The custodian should maintain a Christian character and lead a Christian life with an intelligent passion for the present and future ministry of MLEPC.

Training provided.

Wage and Benefits:

- * \$16/hour + PTO and paid holidays

Contact:

mlepcHR@mlepc.org