**Weekend Custodian Job Description –** St. Michael’s Episcopal Church

St. Michael’s is seeking an individual or organization to keep the facility clean and orderly, perform weekend cleaning services and set up rooms as needed on Fridays, Saturdays and Sundays.

**Weekend Responsibilities**

1. Empty waste/ recycle bins, disposing in identified receptacles.
2. Clean and stock bathrooms.
3. Clean kitchens for regular weekly use.
4. Vacuum heavy traffic areas, offices, classrooms, church (Nave), Chapel & Prayer Room
5. Clean windows, doors, and door handles of frequently used spaces.
6. Ensure church and common spaces are clean before/after Sunday services.

**As Needed Responsibilities**

1. Dust hard surfaces throughout offices, church (Nave), and meeting rooms.
2. Clean baseboards, railings, interior windows, and visible surfaces from dirt and debris.
3. Replace lightbulbs and/or notify Junior Wardens by completing a maintenance request.
4. Mop hard surfaces and stairwells.
5. Wash/dry cleaning rags using onsite washer and dryer.
6. Assist with set-up for baptisms, funerals, meetings and special events.

**Required:**

Qualified individuals must possess physical and sensory ability necessary to safely and successfully perform all essential jobs functions and responsibilities. This includes but is not limited to:

1. Ability to read, communicate, comprehend and carry out correspondences and memos.
2. Ability to add, subtract, multiple, and divide units of measure.
3. Ability to climb steps, ladders, and ramps as well as to bend, pull, and push.
4. Ability to move and carry objects up to 40 pounds.
5. Must have adequate and reliable transportation.
6. Must have a high-school diploma or GED, with one + years related experience or training.

**Compensation & Work schedule & Supervision**

* $16.50 per hour
* 10 Hours per weekend (Friday – Sunday)
* Reports directly to the Director of Parish Life and Rector.

**Applying for the position**

* Call 719-598-3244 x 101 or email [rector@stmikeschurch.com](mailto:rector@stmikeschurch.com)
* Rolling interviews until position is filled.
* Must pass background check.

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