



Job Description

- Title:** Custodian (FPC Weekday School)
- Purpose:** To clean and maintain assigned areas throughout First Presbyterian Church of Lynchburg, specific to areas of the building occupied by the FPC Weekday School.
- Accountability:** Custodian reports directly to the Director of Facilities.
- Focus:** Provide custodial duties to ensure all school spaces are a clean, sanitary, and tidy environment in support of school staff, students, and families.

Position Responsibilities:

- Clean and sanitize all school offices and classrooms.
 - Offices include desks, shelves, floors, table surfaces, chairs, windowsills, door frames.
 - Classrooms include table surfaces, chairs, floors, windowsills, door frames, sinks.
- Maintain and clean all entry points, interior and exterior, including rugs, windows, door frames, and platforms.
- Clean, sanitize, and stock all restrooms used by the school, including all restrooms inside classrooms and on hallways. Report resource needs to Director of Facilities.
- Clean and sanitize Fellowship Hall and hallway floors, wet mopping and buffing as needed.
- Dust high and low surfaces.
- Polish brass doorplates and furniture according to guidelines and schedule.
- Follow procedures for disposal of trash and recycling.
- Assist with setup of tables and chairs in the Fellowship Hall, Motor Room, and others as needed.
- Follow procedures for a safe working environment. Adhere to proper equipment and product use.
- Maintain a clean and secure custodial cart and workspace.
- Report maintenance and lighting concerns to Director of Facilities.
- Perform other duties and tasks as assigned by Director of Facilities.

Qualifications:

- Previous custodial experience preferred.
- Required to walk or stand for extended periods of time, lift up to 50 pounds, and climb stairs.
- Pass a government background check, including Criminal Records and Sex Offender Search.
- Ability to communicate well with others, manage time appropriately, and organize materials and resources effectively.
- Present self with a pleasant attitude and appropriate work attire.
- Work well with a team and be flexible to perform other duties and tasks as asked.
- Have reliable transportation to and from the job.

Evaluation: Performance reviews will be conducted semi-annually by the Director of Facilities and annually by the Head of Staff and Personnel Committee.

Employee Class: Contract/hourly

Time: Maximum 25 hours per week, Monday through Friday from 2:00 PM to 7:00 PM. This position works in relationship with the schedule of the FPC Weekday School which is in session 42 weeks annually.

Compensation: \$12 per hour