



# First Presbyterian Church of Charlotte

## Afternoon/Evening Custodian Job Description

Reports to: Director of Operations  
Supervises: N/A  
FLSA Status: Full Time, non-exempt

### Summary:

First Presbyterian is an inclusive, urban city church in the center of Uptown Charlotte. Guided by the Holy Spirit, we bring our diverse social and theological perspectives to be woven together in a caring community of believers for Christ in the heart of Charlotte.

The custodian is a 37.5 hour per week position working with and reporting to the Director of Operations. Custodians are responsible for maintaining the cleanliness and orderliness of school and church facilities. Primary tasks include: setting and resetting meeting room layouts, furniture and equipment; vacuuming common areas and offices; light cleaning tasks; maintaining property grounds; washing dishes in the church and school kitchen; and ensuring all areas of the church are presentable and ready for use.

### Responsibilities:

- Lock building and all gates surrounding property at end of each shift. May also occasionally open the building and grounds for special events.
- Wash dishes for church and school events (takes approximately 3 hours per day).
- Maintain inside and outside property and grounds. Includes but not limited to: emptying campus and office trash cans; picking up trash around building/playgrounds /lawn/sidewalks/parking lots; power washing trash cans and other equipment; light landscaping to include blowing driveway and sidewalks clear of debris (no lawn mowing); and daily vacuuming of office and common spaces.
- Follow work orders to set up and tear down rooms in support of church and school events and activities.
  - Configure and move furniture - tables, chairs, podiums, displays
  - Prepare and set up refreshments - water, tea, coffee, food tables, snacks, meal serving lines and heating pans, roll silver wear, replace table cloths
  - Clean and reset rooms after events
- Ensure that all facilities are presentable and ready for use. This may include: refreshing bathrooms (which are cleaned daily by separate cleaning staff); restocking paper towels, soap and toilet paper; cleaning up spills and occasional children's accidents on floors and furniture (following safety protocols); and vacuuming and emptying trash in offices and common areas.
- Assist with preparation and clean up for weddings and funerals held at church.
- Other duties as assigned.

### Required Skills and Qualifications:

- Reliable, punctual, and capable of working independently with limited supervision.

- Strong work ethic.
- Exceptional interpersonal/people skills.
- Ability to adapt to changing circumstances and workflows.
- Ability to build and maintain a cooperative team spirit with staff, volunteers and congregation.
- Ability to dress professionally (khakis, button down or collared shirt) for major church events and on Sundays.
- One year of prior custodial or janitorial work experience preferred. School or church work experience a plus.
- High school diploma or equivalent required.
- Ability to lift and move up to 50 pounds.
- Ability to move freely in and out of various church settings.
- Ability to climb stairs, walk long distances, stand, and remain on foot for extended periods.
- Comfortable working indoors and outdoors, and in varied outdoor weather conditions.
- Ability to pass a comprehensive background check.

#### Childcare Protection Policy:

This position requires the satisfactory completion of the church's Child and Youth Protection Policy training.

#### Hours:

The work week will average 37.5 - 40 hours. Onsite work is required (remote work not possible). Work schedule of Sunday – Thursday from 1:00 PM to 9:00 PM (including a 30-minute unpaid dinner break). With advance notice, infrequent overtime may be requested for special events and circumstance.

#### Pay Range and Benefits:

- Pay range: \$17 - \$18.50 per hour
- Benefits eligible:
  - Medical coverage: paid EPO medical plan for employee; employee may enroll family at employee's cost
  - Optional dental and vision coverage offered for employee and family
  - 403b: pre-tax and Roth participation encouraged; pre-tax employer contribution after initial employment period
  - Defined Benefit Pension Plan available after 3 years
  - Flexible Spending Accounts: health and dependent care options
  - Paid Time Off
  - Death and disability coverage provided
  - Short and long-term disability coverage provided
  - EAP plan
  - Free parking during work hours

#### To apply:

- Three professional references required.
- Send resume and cover letter to [hr@firstpres-charlotte.org](mailto:hr@firstpres-charlotte.org).