



First Presbyterian Church of Charlotte

PT Weekend Custodian – Every Other Weekend

Reports to: Director of Operations
Supervises: N/A
FLSA Status: Part-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 responsible for maintaining the cleanliness and orderliness of the Church facilities. This includes setting up/tearing down furniture for events, vacuuming and cleaning of common areas, maintaining the grounds, washing dishes, and making sure all areas of the church are presentable and ready for use.

Responsibilities:

- Open/close building and all gates surrounding property
- Ensure that all areas are presentable and ready for use
- Set up/tear down equipment, chairs, and tables for events and activities
- Parking lot management (ensure gate working, call parking vendor with technical needs)
- Maintain outside grounds (trash removal on grounds and in parking lot, clear leaves)
- Clean and prepare sanctuary between church services
- Prepare, set up, and clean up refreshments including water, tea, coffee, lemonade, etc.
- Vacuum welcome center and other entrances as needed
- Check and refresh bathrooms (restock paper towels, soap, and toilet paper)
- Wash dishes as needed
- Assist in general maintenance and clean-up of spills
- Willingness to assist volunteers, members, staff, and with Food Pantry as needed
- Other duties as assigned

Qualifications & Required Skills:

- Reliable, punctual, and capable of working independently
- Exceptional interpersonal/people skills
- Strong time management skills and work ethic
- Ability to use phone app to receive work orders
- Ability to adapt to changing circumstances
- 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
- Ability to pass a comprehensive background check
- Ability to work Christmas Eve
- Prior custodial or janitorial experience preferred
- High school diploma or equivalent
- 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

Physical Requirements:

- Ability to lift, carry and move up to 50 pounds repetitively
- Ability to move freely in and out of various church settings

Childcare Protection Policy:

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

Work Schedule:

Every other weekend, Saturday 9:00 AM – 1:00 PM (except first and fifth Saturdays) and Sunday 6:00 AM – 1:30 PM. With advance notice, infrequent opportunities may be offered to work during weddings and special events.

Pay and Benefits:

Pay: \$20.00 per hour

Benefits:

- Free parking during work hours
- EAP Plan
- 403b: pre-tax and Roth participation available

To apply:

- Three professional references required.
- Send resume and cover letter to hr@firstpres-charlotte.org.