

Building Custodian Leverington Church

**6301 Ridge Avenue
Philadelphia, PA 19128**

Leverington Seeks Full-Time or Part Time Building Custodian

The Building Custodian provide maintenance and cleaning services for the church building as well as grounds. Interested applicants, please send your resume to office@leverington.org.

OVERALL GOAL OF THIS POSITION

Full-time position - To conduct general maintenance and cleaning required for optimal operation and appearance of the church building inside and outside.

Part-time position - To conduct general maintenance required for optimal operation and appearance of the church building inside and outside.

ACCOUNTABILITY

The Custodian comes under the Senior Pastor of Leverington Presbyterian Church, who is 'Head of Staff'. However, because main duties during the school year are in support of Roxborough Christian School, the Custodian is expected to take direction from school staff, mainly, 'Head of School', 'Assistant Head of School', and 'Preschool Director'.

The Custodian is also accountable to the Buildings and Grounds Committee of the Church for overall maintenance requirements. There will be an expectation that they maintain a professional relationship with the building occupants.

PHYSICAL REQUIREMENTS:

- Lifting and carrying: regular lifting, carrying, and moving items weighing up to 50 pounds, with occasional team lifting for heavier objects.
- Stamina: standing, walking, and bending for extended periods
- Reaching and climbing: frequent overhead reaching, stooping, kneeling and working on ladders and or scaffolds
- Dexterity: fine finger and hand-eye coordination for cleaning, using tools, and making minor repairs.
- Weather exposure: outdoor mobility during all seasons for tasks like snow removal and exterior upkeep.

RESPONSIBILITIES

- Make a daily inspection of the entire interior and exterior of the building and grounds for trash, unsafe objects, and impending maintenance requirements
- Empty trash and recycling from building as needed
- Keep the exterior trash area neat and clean
- Restock toilet paper, hand towels and soap - keeping track of supplies and reorder supplies as needed (through office manager)
- Perform routine maintenance/repair duties (e.g. light plumbing and electrical work)
- Do minor repairs at the Pastor residence as needed (one block away from church building)
- Assist in exterior work in coordination with head groundskeeper
- Maintain the flags on the pole, raising and lowering them as needed and replacing them as needed (all seasons)
- Snow and ice removal
- Do routine safety checks on emergency lighting, fire extinguisher, and AED
- Maintain water treatment
- Check on boiler operations during winter months
- Observe proper handling of chemicals
- Assist as needed for special events
- Maintain the banners on the front of property (i.e. replace and/or repair as necessary)
- Have clear understanding of the different parts of the building and routinely check on all areas for any concerns
- Other duties as needed
- Do daily cleaning of the church building if full time
- Once a month do a deep clean on one area of the church if full time