Knightsville Methodist Church

Job Description and Agreement for Church Custodian

Job Description

The Church Custodian is responsible for cleaning of facilities, set up and removal of chairs and tables for Church events as needed, assisting in general maintenance and for adherence to a scheduled preventative maintenance program. The Church Custodian will report to the Church Sexton (*Church Leadership*) and Church Pastor who will provide guidance and general instructions. The Church Custodian will coordinate the schedule of activities through the Church Secretary. The Employee is to exercise judgement and initiative in routine and recurring work. It is anticipated that work schedule will not exceed 30 hours per week. Others must be done as needed.

The areas of responsibility for the Church Custodian will include, but are not limited to:

- Performs facilities maintenance functions such as maintaining interior and exterior lighting, and adherence to PM schedule for change of air filters and miscellaneous operations.
- Coordinates setting up rooms for meetings, events, or conferences including tables and chairs and removal of same upon completion of event in conjunction with Secretary and Pastor. Cleans rooms at completion of event.
- Cleans Sanctuary thoroughly after services, including vacuuming, cleaning the aisles of programs or paper left behind, wiping down the pews, and removing any wax build-up from the altar candles.
- Cleans the Educational Building thoroughly after each event.
- Ensures that all waste baskets or refuse containers located throughout the property are emptied.
- Thoroughly cleans and sanitizes restrooms once per week and spot cleans as needed.
- Keeps all restrooms supplied with toilet paper, paper towels and soap.
- Brings to the Church's attention any electrical, plumbing or repair work as needed.
- Maintains cleanliness of floors in all facilities. Uses scrubber for floor maintenance as required.
- Maintains external grounds appearance through the removal of litter and trash and by ensuring external plants requiring irrigation are watered accordingly.
- Any other duties as may be required under the direction of the *Church Leadership* or Pastor.

Required Knowledge, Skills and Abilities:

- Must have a cheerful and positive attitude and be willing to help in all things.
- Must be courteous and tactful.

- Must be self-directed and be able to complete all maintenance and custodial duties with little or no supervision.
- Must be flexible and willing to adapt to varying schedules and level of work required from week to week.
- Must have knowledge of general building maintenance, different cleaning techniques, including stain removal, disinfecting, waxing, and more.
- Must be proactive, attending to messes and problems before they are brought up or requested.
- Must be responsible and able to arrange for duties to be accomplished even when the individual cannot manage alone.

Work Environment:

- Work is completed in and around the church, full-time as needed divided between both churches.
- Must be able to spend several hours standing, walking, bending over, and reaching.
- Must be able to lift up to 75 pounds.
- Must be willing to work weekends, evenings, and holidays as needed for events.
- Must successfully pass criminal background investigation and a drug/alcohol screen.

Compensation

As compensation for the services provided by the employee covered by this agreement, the Employer will pay Employee an hourly rate of **$16.00** per hour payable in bi-weekly installments. Upon termination of this agreement, payments under this paragraph will cease; provided, however that the Employee shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which the employee has not yet been paid.

The Employee will not be compensated for absenteeism, which exceeds this Agreement.

Term/Termination

The Employee's employment shall be for an unspecified term on an "at will" basis. This agreement may be terminated by either party upon two weeks written notice. If Employee is in violation of this Agreement, the Employer may terminate employment without notice and with compensation to Employee only to the date of each termination. The compensation paid under this Agreement shall be the Employee's exclusive remedy.

Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage paid, addressed as follows:

Employer: Knightsville Methodist Church
Pastor
1505 Central Avenue
Summerville, SC 29483

Employee: At the Employee's home address as recorded in the Employee's personnel records in the Church Office.

Entire Agreement

This Agreement contains the entire Agreement between the two parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

Severance

If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Waiver of Contractual Right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law

This Agreement shall be governed by the laws of the State of South Carolina.

Background Check

At the discretion of the SPPRC, this position may be required a background check through the South Carolina Law Enforcement Division.

The employee's starting date of employment: _____

Employer:
Knightsville Methodist Church

By: _____ Date: _____
Chairperson of the SPPRC - Knightsville

AGREED TO AND ACCEPTED.
Employee:
By: _____ Date: _____

(Print Name Here) _____

Date Originated: _____
Reviewed by SPPRC Committees Knightsville MC