

Custodian
Forest Hill Church, Presbyterian

The custodial team is responsible to provide careful, thorough cleaning and tidying of the building and grounds with great care and eye for detail. This is a part-time, non-exempt position reporting to the Building Manager. Ultimately all employees are responsible to the Pastor and to Session through its Personnel Committee.

Hours: Varies – 10 to 15 hours per week

Hourly Rate: \$15.00 - \$16.50 depending on experience

Key Responsibilities:

Daily Cleaning

- Clean floors by sweeping/dust-mopping, and mopping or vacuuming
- Empty and clean trash cans, replace bags
- Empty and clean recycle bins
- Load and run dishwasher, clean kitchen
- Clean, sanitize, and supply bathrooms
- Sanitize door handles and high touch surfaces
- Dust furniture and surfaces
- Launder mop heads and rags

Regular Maintenance

- Ensure walkways and entrances are clear of snow and ice
- Lock and unlock windows, and doors
- Check and adjust thermostats
- Organize, track, and maintain supplies
- Maintain open communications with coworkers and building manager

Hosting

- Assist with special event setups (tables and chairs)
- Working special events (dishes, event host needs, spills)
- Cleanup after special events (dishes, tables and chairs, trash)

Qualifications for Custodian:

- Previous custodial experience preferred
- Ability to understand and follow verbal and written instructions
- Ability to work independently
- Detail-oriented and conscientiousness
- Flexible and willing to accommodate users of the building whether guests or members
- Ability to lift and/or move up to 30 pounds, occasionally up to 50 pounds.
- Possess working knowledge of the methods, techniques, and materials used in custodial work

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. It is intended to be as accurate a reflection as possible of both the spirit and specifics of the current position.

Forest Hill Church, Presbyterian is an equal opportunity employer.

This job description, dated May 8, 2026, replaces all previous descriptions of this position.