

Northminster Presbyterian Church  
1660 Kessler Blvd East Dr  
Indianapolis, Indiana 46220

## **POSITION DESCRIPTION**

**Position** Weekend Custodian

**Reports to** Church Business Administrator

**Interrelates to** Custodial staff

**Professional  
Qualifications**

Strong customer service orientation, good communication skills, initiative, self-direction, basic knowledge of mechanical systems, knowledge of cleaning practices

**Responsibilities**

- Open and close the church each Saturday and Sunday and be sure all mechanical systems are in working order
- Complete Sunday set-ups and prepare the church for services, classes and events
- Clean areas as assigned
- Substitute for Lead Custodian as needed
- Check supplies and notify Lead Custodian when low
- Keep building in a clean and well-maintained state, including floor surfaces, and report maintenance needs to Building Manager
- Assist in overall floor surface maintenance
- When not cleaning or assisting be in the office area for availability, answering phones, and providing “security” during services and programs
- Assist staff and church members as needed
- Work Christmas Eve services and other special church events as assigned

12 -16 Hours per week