



*FCPC Mission: To be a welcoming and caring community of faith through which the living God transforms lives.*

## **POSITION DESCRIPTION**

**Title:** Caretaker  
**Area of Ministries:** Administration and Personnel  
**Supervisor:** Caretaker Supervisor  
**Employment Status:** Full-time, non-exempt, 40 hours/week, with benefits  
**A&P Approval Date:**

### **NATURE AND SCOPE OF POSITION**

This is a full-time, non-exempt, forty (40) hour week position that functions under the supervision of the Caretaker Supervisor. An annual evaluation will be conducted by the Caretaker Supervisor and a member of the Administration and Personnel Committee. This position will have a regular schedule, which may include evenings and weekends. This position is eligible for overtime at time and a half rate of hourly pay. This position requires heavy lifting, vigorous activity, and the ability to stay on task, follow schedules, and comply with cleaning checklists. A strong sense of self-motivation and effort is required, as well as a pleasant and cooperative attitude with co-workers, church members, visitors, and staff.

### **RESPONSIBILITIES**

1. Work to maintaining the highest level of cleanliness and overall appearance of Fox Chapel Presbyterian Church by following written plans and/or check-lists for cleaning all FCPC spaces.
2. Complete all general housekeeping and custodial care expected relative to the space (e.g. bathrooms, hallways, stairwells, worship spaces, preschool classrooms, church offices, etc...)
1. Assisting in the set-up and break-down for church functions.
2. Assist in cleaning the rugs, stripping and waxing the floors, cleaning chandeliers and replacing bulbs, and cleaning the interior windows on a designated and regularly scheduled basis.
3. Removal of trash and debris to the appropriate receptacles on a scheduled basis.
4. Removal of snow, ice, and debris from Church walkways and ensure continued maintenance for safe access to and from buildings.
5. Noting and reporting to the Caretaker Supervisor any area of the building that appears to require special cleaning or repair, including any safety concerns, and secure the building as instructed.
6. Ensure that the custodial work and supply rooms in a clean and orderly fashion.

7. As directed by the Caretaker Supervisor and Facilities Manager, become familiar with the functioning of different operating systems, such as fire alarms and HVAC, as needed.
8. Project a friendly and helpful attitude to all those who enter and use the church facilities and maintain a presentable appearance at all times.
9. Duties as otherwise assigned by the Caretaker Supervisor and/or Head of Staff.

## **QUALIFICATIONS AND REQUIREMENTS**

To be successful the incumbent will need the following:

1. Basic reading, writing, and visual skills.
2. Ability to follow directions, schedules, and check-lists for cleaning routines.
3. Ability to lift 50 pounds and engage in vigorous activity.
4. Reliable transportation to/from work.
5. Ability to remain drug/alcohol/substance free during work hours.
6. High school diploma or GED equivalent
7. Successful completion of required clearances.

## **TEAMWORK AND COLLABORATION**

Respect and communication are the backbone of an effective, productive team environment. FCPC employees are accountable for constructive dialogue and mutual problem solving. Core attributes of teamwork are characterized by: a commitment to the organization and to one another; trust; cooperation; and a shared vision of success.

### ***General Statement***

*The duties described in this document are not listed for the purpose of limiting work assignments. They are not to be construed as a list of the many duties normally performed under this position title or those to be performed outside the employee's normal line of work. Any benefits will be administered in accordance with the Personnel Manual of Fox Chapel Presbyterian Church. Fox Chapel Presbyterian Church affirms the commitment of PC-USA to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders related to equal opportunity in employment.*