

BURR RIDGE
Community Church

BRINGING GOD AND COMMUNITY TOGETHER AT THE CROSSROADS OF PLAINFIELD AND COUNTY LINE ROADS

15W100 Plainfield Road, Burr Ridge, IL 60527

630.654.4544

Office@brucc.org

BRUCC.org

BURR RIDGE COMMUNITY CHURCH CUSTODIAN

Part-Time Job Description

PURPOSE: The Custodian shall:

1. Maintain the cleanliness of the church building.
2. Provide general custodial services.
3. Open the building for services/meetings when on duty.
4. Prepare, maintain cleanliness and set up the building and individual rooms for weekly services.

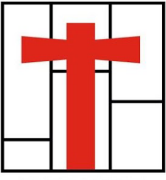
SUMMARY OF DUTIES: The Custodian is responsible for the appearance, cleanliness, and maintenance of buildings and grounds at Burr Ridge Community Church. A comprehensive checklist of duties is attached hereto.

REQUIRED QUALIFICATIONS: The successful candidate shall:

1. Possess a high school diploma or hold a general education degree (GED) certificate and general custodial experience.
2. Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
3. Ability to problem solve and think logically in dealing with standardized situations.
4. Be conscientious and able to work independently (unsupervised).
5. Be familiar in operating custodial equipment (e.g. ladders, floor buffers, carpet cleaners, etc.), as well as clearing clogged drains and handling industrial cleaners.
6. Have strong customer service skills, the ability to get along with others, and provide service in a professional manner.
7. Be in good physical health, with the ability to lift a minimum of 50 pounds.
8. Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
9. Conduct and present oneself in a manner fitting a church staff member.
10. Perform cleaning and maintenance duties throughout the church each week.
11. Be flexible in availability to accommodate the schedule of church activities.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. There may be alternatives to the qualifications as the Board of Trustees and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Keep the church facility clean and well-maintained, inside and out, ensuring that it is presentable at time of use.
2. Prepare the sanctuary and other rooms for worship services and church events, and reposition furniture when and where necessary.
3. Assist with inventory control and security.
4. Follow instructions regarding use of chemicals and supplies.



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5. Move furniture, equipment, supplies, and tools as needed.
6. Secure any loose signs and replace non-working lights throughout the Church and the perimeter.
7. Keep traffic areas and stairwells free and accessible according to the Fire Marshall's code.

SPECIAL CONDITIONS: This position is classified as part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 16 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the Pastor of Burr Ridge Community Church.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to work effectively in an office environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.
4. Driving/travel requirements for this position may require moderate to frequent driving; therefore, a valid driver license is required.

TO APPLY: Submit your resume to Pastor Alicia Reese at pastor@brucc.org.