

# **Building Custodian, “On Call” Part-Time First Presbyterian Church of Lake Forest**

The Building Custodian is responsible for assisting in the facility and maintenance operations of the First Presbyterian Church. The church’s facilities include the Sanctuary, Office, Preschool, Parish House, Cottage and Herbert B. Anderson Legacy Manse. During the assigned hours, the Building Custodian provides vital support to all church activities throughout the year. The Building Custodian reports directly to the Director of Business Operations and is an “on call” part-time position.

## **PRIMARY RESPONSIBILITIES**

- Complete tasks as assigned by the Director of Business Operations for the maintenance of the buildings and grounds to the highest standards of safety, cleanliness and appearance.
- Provides security when the church is open by assuring each outside door is unlocked or locked according to the daily schedule
- Provide support for activities throughout church calendar, clarify setup and special needs for rooms and meetings
- Provide for outside sidewalk and entrance snow removal as needed
- Maintain the church equipment to ensure efficiency and upkeep in coordination with the custodial and facilities team.

## **RELATIONSHIPS AND ACCOUNTABILITY**

The Building Custodian reports directly to the Director of Business Operations. It is expected that the Building Custodian will work as a member of the overall staff team toward the effective and faithful ministry of the church.

## **PERSONAL QUALIFICATIONS/CHARACTERISTICS**

- High School Degree or Equivalent required
- Verbal and written English skills required
- Proficient in the use of hand tools, power hand tools and other equipment
- Demonstrates basic knowledge of plumbing, electrical and HVAC systems
- Experience and demonstrated skills in painting, masonry and minor repairs
- Must be able to lift 50 pounds and climb step ladders up to 10 feet
- Basic computer skills for data entry and email are preferred
- Personality to amicably work with members of the church staff, congregation and visitors to the church
- Flexible with changing work schedules and reliable attendance with availability to work on Sunday evenings, one weekend a month and offer coverage for custodial staff absences.

First Presbyterian Church is seeking to fill this integral staff position immediately. Please send your cover letter and resume to be considered:

Jan McNicholas  
Director of Business Operations  
First Presbyterian Church of Lake Forest  
700 N. Sheridan Road  
Lake Forest, IL 60045  
jobs@firstchurchlf.org  
224.544.1965

ALL INFORMATION WILL BE HELD IN STRICT CONFIDENCE, REFERENCES REQUIRED