

**LANCASTER COUNTY COUNCIL OF CHURCHES**  
**812 North Queen Street**  
**Lancaster, PA 17603**

**Position Title:** Custodian

**Reports to:** Office Administrator

**Status: (Exempt or Non-exempt):** Non-Exempt, Part Time

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**JOB SUMMARY:** Oversees custodial activities throughout LCFH. Additional responsibilities as assigned by Office Administrator & Bookkeeper.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain and Clean throughout the LCFH campus:
  - a. Food warehouse
  - b. Clothing bank
  - c. Intake
  - d. Education room
  - e. Transition center
  - f. Office/Administrative areas
2. Ensure Serv Safe cleanliness requirements are met in food warehouse and education room
3. Follow cleaning schedule as provided and share suggestions and ideas on improving the process for efficiency and effective cleaning
4. Coordinate bi-annual professional floor cleaning and waxing with Office Administrator.
5. Collect and dispose of trash and recycling.
6. Other duties as assigned by Office Administrator & Bookkeeper.

**EDUCATION, KNOWLEDGE AND COMPENTENCIES:** High School Diploma or GED.

**EXPERIENCE:** Minimum two years prior custodial and/or building maintenance required.

**SUPERVISORY:** None

**OTHER FACTORS:**

1. Knowledge of cleaning chemicals.
2. Knowledge of or ability to learn Serv Safe cleanliness requirements
3. Proper usage of cleaning equipment and supplies.
4. Ability to maintain an adequate supply inventory.
5. Ability to lift a minimum of 25lbs.
6. Ability to climb stairs and carry equipment.
7. Ability to bend and kneel for extended periods.