

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE
109 WARING ROAD
SYRACUSE, N. Y. 13224

JOB DESCRIPTION: CUSTODIAN (CONTRACT)

Reports to: Finance Committee
Directly Supervises: Not Applicable
Status: Contract
FLSA: Not Applicable

Job Summary:

The Custodian keeps the First UU building clean, vacuumed and maintained according to the schedule contained in this job description.

Essential Functions

- Clean Montessori Discovery School classrooms
- Clean all areas of the First UU building
- Shovel snow and apply salt as necessary
- Monitors bulbs that need replacement
- Shampoo all carpets
- Clean and wax/polish all floors
- Wash exteriors of all windows

CUSTODIAL SCHEDULE

September through Mid-June
(15 hours per week)

Daily:

1. Clean Montessori Discovery School classrooms and lavatory every day that classes are in session
2. Shovel snow and apply salt near entrances as necessary
3. Conduct regular walk-throughs of building to check for bulbs that need replacement or other areas that may need special attention
4. Empty all waste baskets and trash containers

Emphasis should be on heavy cleaning on Mondays and Fridays. A suggested schedule is as follows. L & W Building & Maintenance Co. under the supervision of the Custodian, shall have discretion to complete chores as time and needs dictate.

Monday:

1. Fellowship Hall-vacuum and straighten room
2. Kitchen-wipe counters and mop floor
3. Clean all restrooms
4. Vacuum lower entry and outside carpet
5. Vacuum hall in LFDD wing
6. Vacuum and clean church office and minister's office

Tuesday:

1. Vacuum parlor; dust window sills and furniture
2. Vacuum and clean nurse's office
3. Clean restrooms in LFDD wing
4. Vacuum East Room classroom

Wednesday:

1. Clean restrooms in LFDD wing
2. Vacuum and clean Society office
3. Vacuum LFDD office
4. Vacuum hallways in LFDD wing and lower entrance
5. Check all restrooms and clean as necessary

Thursday:

1. Clean LFDD wing restrooms
2. Vacuum Fellowship Hall, dust window sills; check for cobwebs
3. Clean and dust front hallway leading to Sanctuary
4. Sweep back stairway
5. Vacuum and dust parlor

Friday:

1. Vacuum and clean Sanctuary
2. Vacuum and clean Narthex
3. Clean all restrooms
4. Vacuum and clean Society office and Minister's office
5. Vacuum lower entry and LFDD wing hallway
6. Check kitchen and clean as necessary

Second Half of June, July, and August

The summer months and vacation times for the Montessori Discovery School shall be used to complete floor and carpet cleaning and maintenance, window washing and other heavy-duty chores that may be necessary.

1. Shampoo all carpeted areas (classrooms, parlor, Society office, Minister's office, fellowship hall, entryways, and Sanctuary)
2. Clean and wax kitchen floor, floor in Room 3 (formally the "Teen Room"), and other vinyl floors
3. Clean and polish hardwood floor area in Sanctuary, if necessary
4. Wash exteriors of all windows
5. Other chores as necessary