

Position: CUSTODIAN, amended August 2015

Responsible to: The Maintenance Engineer, Church Administrator, Pastor, and SPRC

Coordinates with: Pastor, all church staff, vendors, suppliers and various user group representatives.

Basic Function: Provides custodial services in a proficient, professional and timely manner. These services will include, but are not limited to cleaning and general upkeep of the church complex.

Principle Duties:

- Perform general clean-up and organization service to insure church is reasonable presentable for the coming week's activities.
- Clean and assist with set-up as necessary for special events during the week and weekend, based upon the church schedule and notification provided through the Church Administrators;
- Maintain a safe and secure environment
- Report all contrary situations and maintenance issues immediately to the Church Administrator and/or Maintenance Engineer
- Perform duties to insure of a clean and safe environment:

INTERIOR AREA:

- Clean and assist with setup as necessary for special events during the week and weekends, based on schedule and notification provided through the Church Administrators;
- Clean and sanitize restrooms and replenish all coordinating supplies;
- Empty all building trash containers;
- Maintain clean and obstruction-free entry ways;
- Dust all horizontal surfaces, except desktops/remove cobwebs;
- Vacuum all carpeting and runners;
- Clean all entry glass and interior windows;
- Maintain cleanliness and order of all closets and storage areas
- Maintain church van in accordance with Church Administrators and trustee requirements;
- Strip and wax floors; shampoo carpets, as equipment is available;
- Maintain/change light bulbs as necessary

EXTERIOR AREA:

- Shovel and salt as necessary and coordinate any additional contractors for same with Church Administrators;
- Remove debris on regular basis from grounds;
- mow grass and maintain weed-free appearance;
- clean windows on first floor level
- Perform all other duties as assigned by the Church Administrator and Maintenance Engineer

PERSONAL QUALITIES:

- Physically able to perform the duties;
- excellent work ethic;
- maintains strict confidentiality concerning activities of the church;
- possess a sense of mission and purpose in fulfilling this position;
- Is respectful, enthusiastic, friendly, and possess a sense of humor;
- Accepts the UMC policy of “Open doors/Open Hearts/Open Minds”
- Works cooperatively in a team ministry with the entire staff

POSITION QUALIFICATIONS:

- High School diploma or equivalent
- Basic knowledge of carpentry, mechanical, electrical, plumbing, etc.
- Comfortable with boilers, air conditioning, etc.
- Previous experience in a related position

Signature of Employee

Date

Signature of Pastor

Date

Signature of SPRC, Chair

Date