



JOB DESCRIPTION

CUSTODIAN (FULL-TIME)

The Custodian at Custer Road United Methodist Church shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well and cultivate trust with other people in a growing congregation.

PURPOSE: The purpose of the Custodian is to provide effective maintenance and housekeeping service to all facilities utilizing good stewardship of time, resources, and money while sharing in the basic functions of ministry and teamwork allowing Custer Road to fulfill its mission.

HOURS: The Custodian position will be governed by Custer Road UMC's Employee Handbook, and is a full-time non-exempt position. This person works 40 hours a week.

STAFF SUPERVISION: Reports to Head Custodian

RESPONSIBILITIES: In conformity with Custer Road's policies and procedures as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, by may not be limited to the following:

- ◆ Performing all maintenance and housekeeping assignments
 - The cleaning of spaces and rooms
 - Emptying of trash receptacles
 - Replacement of rest-room paper products
 - Sweeping, mopping, vacuuming and dusting
 - Stripping and re-waxing floors
 - Sweeping walks and parking areas
 - Carpet cleaning
 - Cleaning windows
- ◆ Maintaining equipment used
- ◆ Maintaining orderliness and safety of all storage areas
- ◆ Performing setups of rooms
- ◆ Other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

- ◆ Must have knowledge and experience in housekeeping standards
- ◆ Must be in good physical condition and able to lift at least 50 pounds
- ◆ Must be able to work weekends
- ◆ Must have a positive attitude, strong work ethic, and a spirit of grace and patience while working with staff, church members and/or volunteers
- ◆ Must maintain good personal appearance and cleanliness
- ◆ Must have dependable transportation
- ◆ Must be self-motivated and willing to learn new job skills