

SENECA UNITED METHODIST CHURCH

Job Description

Approved: 2013

TITLE: Church Custodian

SUPERVISORY: Administrative Council, Trustees Committee, Senior Pastor, Coordinator of Congregational Care and for employment of – Pastor Parish Relations Committee (PPR)

SALARY: As per the Recommendation of the PPR and Approval of the Admin Council

SCHEDULE: Turn in Timesheet Monthly for Hourly Pay with a maximum of 20 hours per week and additional as approved by Trustee Committee

QUALIFICATIONS:

- Be able to lift up to 50 lbs.
- Have a driver's license
- Able to follow instructions
- Experience with cleaning equipment
- Experience with working with cleaning chemicals
- Organizational skills to complete necessary duties and get needed supplies
- Criminal and Child Abuse Clearances

DUTIES AND RESPONSIBILITIES IN COOPERATION WITH SUPERVISORS LISTED ABOVE:

- Keep the church and surrounding area clean, safe, functional and secure
- Always present herself/himself in a professional, friendly, cheerful and compassionate manner
- Always be ready to assist in whatever situation arises with a cooperative spirit
- All custodial work will be done in a neat, accurate and punctual manner to reflect well the image of the church
- Regular duties such as:
 - Open church and adjust temperature before Services and Events
 - After all Services and Events, turn heat down, turn off all lights, close and lock all windows and doors
 - Carpets will be vacuumed and stains cleaned as needed
 - Tile floors will be swept, mopped and kept clean, also kept mopped and dry as necessitated by weather conditions.
 - Spray and buff tile floors monthly
 - Dispose of all outdated literature, bulletins and debris in the pews
 - Dust hymnal racks and arrange books evenly and neatly
 - Wash and vacuum pew cushions as needed (Clean stains)
 - Clean all the classrooms
 - Clean ceiling fans as needed
 - Clean all restrooms scrubbing thoroughly with hot water and disinfectant
 - Check restrooms for odors and proper toilet flushing
 - Keep all soap dispensers, toilet paper, paper towels and hand towels stocked
 - Wash and keep tidy the furniture, altar, pews, sills, ledges, doors and window frames...including cobwebs in the corners
 - Kitchen will kept clean; floor, counter, sinks, appliances, etc.
 - Take out garbage in time for pickup and keep dumpster area clean
 - Prepare and set up for Special Services and Events as needed
 - Following special set ups, return chairs and tables to normal positions
 - Clean light lenses and change light bulbs as needed

- Work with maintenance on the lights of the sanctuary ceiling
- Clean all equipment after use (buckets, mops and custodial area)
- Work cooperatively with the Maintenance Staff
- Keep furnace rooms clear and accessible at all times, especially free of combustible materials. Report any heating issues to the Trustees as soon as possible

Seasonally or Quarterly:

- Sweep sidewalks as needed
 - Keep all areas of the church property cleared of any trash and debris
 - Clear sidewalks and all door areas of snow and ice to the grass line
 - Apply salt and/or anti-skid as needed
 - Clean exterior windows and doors
 - Strip and wax all tile floors with help from the Maintenance Staff
 - Report any issues or malfunctions to the Maintenance Staff or Trustee Committee
 - Order or pick up supplies as needed
 - Prepare estimated budget for supplies and equipment annually by November for the Finance Committee
 - Other duties and responsibilities as assigned
 - Set up for weddings, receptions, funerals and special dinners with additional compensation expected.
- Wage increase will be recommended yearly by the PPR Committee for budget preparation prior to the annual church conference (annual interview and evaluation is recommended)
 - Two weeks of paid vacation per calendar year with no carryover. Substitute will fill the position for 40 hours per year at the approved substitute hourly rate.
 - Any emergency or absence should be reported to the Trustee Chairperson or Pastor if the Chairperson cannot be reached in a timely manner.