

St. Francisville United Methodist Church

Custodian Job Description

Overview

The custodian position entails ensuring the cleanliness, organization, and maintenance of various church facilities. Custodians play a vital role in maintaining a safe and hygienic environment for employees, church members, and visitors.

Key Responsibilities

- **Cleaning and Maintenance:** Sweep, mop, vacuum, and polish floors; dust and wipe down surfaces, furniture, and fixtures; clean windows, mirrors, and glass partitions.
- **Restroom Sanitation:** Clean and disinfect restrooms, replenish supplies such as soap, paper towels, and toilet paper.
- **Trash Removal:** Empty waste bins and ensure outdoor areas are free of litter.
- **Supply Management:** Report to church administrator regarding the restocking of materials and request new supplies when necessary.
- **Compliance:** Adhere to safety protocols, organization's cleaning standards and vulnerable populations training.
- **Refer to list for specific required services**

Qualifications

- High school diploma or equivalent (preferred).
- Experience in cleaning or janitorial services is an asset but not mandatory
- Ability to operate cleaning equipment such as vacuums, floor buffers, and other tools.
- Approved background check, provided by church
- Certificate of Insurance, preferred

Skills and Competencies

- **Time Management:** Ability to prioritize tasks and complete duties within a set schedule.

- **Attention to Detail:** Ensuring thorough cleanliness and spotting areas that require additional attention.
- **Physical Stamina:** Capable of being on your feet for extended periods and performing physical labor.
- **Communication Skills:** Clear communication with church staff about custodial needs or issues.
- **Problem-Solving:** Addressing and communicating minor maintenance and custodial challenges effectively and efficiently.

Work Environment

This role typically involves standing, moving, and bending for most of the workday. Custodian may encounter exposure to cleaning chemicals and equipment. Appropriate safety gear will be provided to ensure the well-being of employees.

Schedule

Custodian position requires flexibility with working hours, including early mornings, evenings, weekends, or holidays, depending on the facility's needs.

Required weekly working days are:

Mondays after the weekend activity to clean the Sanctuary and Fellowship Hall (including the kitchen and bathrooms). Also, to check in with church administrator to review weekly calendar for special requests.

Fridays/Saturdays to clean after weekly meetings and prepare for the weekend activities.

Every other week to clean the Robb House

Special requests based on review of weekly calendar

The current position is for 8 – 10 hours per week. The proposed contract hourly rate is \$25-\$30 per hour based on experience.

Conclusion

The custodian role is ideal for individuals who take pride in creating clean and welcoming environments. It offers opportunities to contribute meaningfully to our congregation while honing practical skills and physical endurance.