

## Faith United Methodist Church

Job Description – Part Time Custodian (weekday evenings)

Job Title: Part Time Custodian      Reporting to: Head Custodian

Part time: 25 hours per Week   Hours: 4:30pm-9:30pm

### **Purpose of Position**

To ensure that all accessible areas of the building are clean and ready for use each day and to secure the building for the night. We are seeking a person who exhibits a mature Christian faith and heart to serve others and help create a warm, inviting environment. This person will regularly interact with those attending evening events at Faith United, therefore, we want a person who has a desire and ability to work in a collegial, collaborative, and appreciative manner with the staff, volunteers, church members and guests.

### **Education and Training**

- High school diploma or equivalent.

### **Job Description**

#### **Accountability and Responsibilities**

The Part Time Custodian reports to the Head Custodian and is responsible to the Office Manager and Senior Pastor.

Cleans Faith Friends Learning Center Area and other areas of the building and grounds per duties and responsibilities checklist and secures the building for the night.

Other duties as assigned.

### **Responsibilities**

- Cleans and maintains areas of the church building per the duties and responsibilities checklist.

#### **FAITH FRIENDS LEARNING CENTER AREA (Start time after 5:45 PM)**

- Cleans all preschool classrooms and the other areas in the preschool center per the duties and responsibilities checklist.
- Welcomes and assists church members and guest as needed during the evening events.

- Communicates with head custodian when supplies or repairs are needed.
- Assists with event set up and clean up
- Is flexible to assist the Preschool Director and Staff as needed for short term custodial needs.
- Secures the building using the checklist to ensure that everything is closed, locked, and turned off appropriately.
- Performs all other duties as assigned by the Church Office Manager or Head Custodian

### Skills and Qualities

- Mature Christian faith
- Sense and awareness of keeping facility clean, orderly, and hospitable
- Ability to work with and effectively communicate with church staff, members of the congregation, preschool staff, and other visitors/general public
- Ability to communicate ideas and directives clearly and effectively, orally and written
- Ability to listen effectively and actively
- Ability to lift 50 lbs., climb a ladder, and work with chemicals and disinfectants
- Ability to use Zamboni floor cleaner, carpet cleaners, and proper mopping technique
- Organizational skills
- Positive Relational skills

Salary - \$15-\$16/hour