

## Faith United Methodist Church

### Job Description – Sunday Custodian

Job Title: Part time Custodian      Reporting to: Head Custodian

Part time: 6 hours Sundays      Hours: 7:30-1:30

### Purpose of Position

To ensure that all accessible areas of the building are clean and ready for the week. 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 worship 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.

Opens the building for Sunday morning worship, runs the Zamboni in identified areas, and cleans per duties and responsibilities checklist, then secures the building on Sunday.

Other duties as assigned.

### **Responsibilities**

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

#### **FAITH FRIENDS LEARNING CENTER AREA**

- Cleans and runs the Zamboni in areas in the preschool center per the duties and responsibilities checklist.
- Cleans and runs the Zamboni in the Family Life Center after worship.

- Welcomes and assists church members and guest as needed during the Sunday worship and programming.
- Communicates with head custodian when supplies or repairs are needed.
- Assists with set up and clean up.
- Is flexible to assist as needed for Sunday custodial needs.
- Secures the building using the checklist to ensure that everything is closed, locked, and turned off appropriately on Sundays.
- 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 - \$16 per hour