

Job Description

Custodian



Purpose:

To clean and assist the Board of Trustees with maintaining the church building and grounds in order to Glorify God.

Qualifications:

A self- initiating individual who can work with minimal supervision. He/ She must be dependable, work on a team, trustworthy, and able to accomplish minor repair work. Physical ability to do the manual labor required by the duties listed. All staff at Community UMC will follow the employee manual. The Custodian must be a Christian and be active in his/ her faith. BCI background check will be completed for all employees.

Physical Abilities:

- 40lbs to lift
- Bend and squat
- Lift overhead with both hands.
- Ability to do repetitive motions
- Climb on ladders

Responsibilities:

Daily (Indoor)

- Inspect all interior and exterior areas and clean as necessary. This is particularly important in bad weather.
- Particular attention should be paid to rest rooms and kitchen areas. Kitchen area cleanliness is the primary responsibility of the using group. Repeated need to clean areas should be reported to the Trustees for follow- up with the organization that left the area in poor condition.
- All trash containers are to be emptied as necessary.
- All chairs and tables will be returned to their proper place.
- Set up rooms as needed for scheduled activities.
- Check to be sure the elevator is unlocked and functional for use during scheduled activities.

Daily (Outdoor)

- All entrances of the church shall be kept in presentable condition at all times.
- Steps shall be swept, leaves cleared, papers picked up and snow removed even when the church is not open. Salt shall be spread when needed.
- The church parking lot shall also be kept free of litter and leaves. Snow shall be cleared off the walks.
 - Report any unsafe conditions or hazards to Administrator and Trustee Chair immediately.

Weekly (Indoor)

- Pick up bulletins, scrap paper and replace hymnals following use in sanctuary and welcome center.
- Clean all restrooms. (fixtures, stalls, mirrors, and floors)
- Sanctuary, Welcome Center and Library are to be dusted as needed and carpets vacuumed. Inspect light fixtures (replace bulbs as necessary) and remove cobwebs.
- Place the Communion rail upon direction of the Senior Pastor and remove after use. See that the altar has all furniture and fixtures in their proper places.

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Weekly (*Indoor*)

Classroom and Hallway Care

- All floors should be vacuumed or cleaned as needed.
- Table and chairs should be cleaned when needed.

Office Care

- Floors should be vacuumed. Mopping will be done as needed.
- Furniture, fixtures, equipment and bookcases should be dusted including library.

Weekly (*Outdoor*)

Fellowship Hall

- Prepare rooms used by ministry areas and The Pointe Worship on Sunday Morning.
- Keep chairs and tables used in the basement clean, floors swept and mopped when needed.
- Place tables and chairs needed for dinners, social or business gatherings and return them to places of storage when not in use.
- Keep kitchen work areas and supply areas in proper order and free of litter

When Needed

- Mop/buff tile floors.
- Strip and wax floors.

Bi-Annually

- Wash all windows on the interior.

Annually

- Change oil in the snow blower.
- Strip all tile floors and re-wax as needed.
- Wash wood trim and pews in sanctuary.
- Wash restrooms walls.

General Maintenance and Care

- Report malfunction of systems to the Administrator.
- See that the heat or air conditioning is turned on in advance of need and that the proper levels of comfort are maintained.
- Purchase janitorial and incidental maintenance supplies. Report to the Administrator when major cleaning equipment is needed or broken.
- Replace burned out light bulbs.
- Report to the minister or Administrator items of major maintenance or repairs that may be needed.
- Complete all minor repairs that are within the training and capability of the custodian.
- Maintain clean and organize custodial rooms and garage.
- Report water or gas leaks promptly. Take short-term corrective action, such as shutting off the supply source, as appropriate.

Perform other assigned duties as appropriate.

Reporting: This position reports to the Office Administrator

- Time expectation 20 hours with flexibility more additional hours as needed.

Application for Custodian



Community United Methodist Church
www.circlevillecommunitychurch.com/
Office@circlevillecumc.org

This position is 20 hours a month with flexibility.

Personal Information

Full Name: **Date of Birth:**

Address:

City: **State:** **Zipcode:**

Email: **Phone:**

Educational Background

Degree	Institution	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Professional background

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

Responsibilities

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Responsibilities

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References

Name	Job Title	Phone Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Skills and Certifications

Are you certified in the following:

	YES	NO
First Aid Certification	<input type="checkbox"/>	<input type="checkbox"/>
CPR Certification	<input type="checkbox"/>	<input type="checkbox"/>
Child Development Associate Certification (CDA)	<input type="checkbox"/>	<input type="checkbox"/>
American Red Cross Certification	<input type="checkbox"/>	<input type="checkbox"/>
American Heart Association Certification	<input type="checkbox"/>	<input type="checkbox"/>

Additional Certifications or Skills Relevant for this Position

	YES	NO
Hiring is subject to a background check	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for a full background check	<input type="checkbox"/>	<input type="checkbox"/>

Attachments: Resume/CV Attachment Cover Letter Attachment

Declaration:

By submitting this application, I confirm that the information provided is accurate, and I understand that any false statements may disqualify me from employment.

.....
Signature

.....
Date

Completed Applications:

Email to: office@circlevillecumc.org
 Mail to: **Community United Methodist Church**
 120 North Pickaway Street
 Circleville, OH 43113