

TRINITY UNITED METHODIST CHURCH

JOB DESCRIPTION

POSITION TITLE: Part time Custodian

DATE: May 2020

REPORTS TO: Senior Pastor and Servant Leadership Board

REPORTS ABSENCES/VACATION TIME: Church Office Manager

NORMAL WORKING HOURS: Sunday 7:00am-1:00pm, additional weekday evening hours as scheduled after 5pm up to 20 hours.

PURPOSE: Clean and maintain the church property, make sure building is secure

PRIMARY DUTIES:

1. Cleans and maintains the following areas:
 - a. Sanctuary level restrooms
 - b. Church office & hallways
 - c. Main entrance & stairway
 - d. Multi-Purpose Room
 - e. Elevator
 - f. Kitchens (main, parlor)
 - g. Fellowship Hall (clean on Sunday and as requested by church)
 - h. Pick up outside trash
 - i. Fellowship Hall men's and handicap restroom (Women's on Sunday after breakfast)
 - j. Disposes of trash from areas of responsibility
2. After cleaning, arranges furniture and rooms for use
3. As directed:
 - a. Buffing & waxing of floors
 - b. Carpet Cleaning
 - c. Help with snow & ice removal
4. Welcomes group leaders for evening meetings and secures building following meetings and church activities.
5. Remains present and available for security and maintenance needs while onsite.
6. Performs other duties as needed and assigned.
7. Maintains custodial office space in a neat and organized condition.

SECONDARY DUTIES

1. Provides list of needed supplies to Day Custodian
2. Provides list of needed repairs to Day Custodian
3. Sets up room and furniture for special events and meetings as assigned
4. Assists day custodian with tasks as assigned
5. Adjusts temperature for rooms as assigned
6. Attends meetings and training as assigned
7. Other duties as assigned to include covering for CCCC custodian when they are off work - disposal of trash and stocking restrooms

SKILLS DESIRED: Works well with people; has demonstrated knowledge of general maintenance and repairs, can operate small equipment

EDUCATION DESIRED: Minimum of high school diploma