

EVENING CUSTODIAN Job Description

Reports to:	Senior Pastor
Direct Supervisor:	Director of Maintenance
Status:	Part Time Status Paid hourly/Working as-needed basis Approximately 25 hrs/week:4–9:30 p.m. M-F (30 min dinner)
FLSA Status:	Eligible for overtime although not anticipated

Job Summary

The purpose of this position is to support the mission of the church – “***To Make and Mature Disciples of Jesus Christ for the Transformation of The World***” – through providing routine cleaning, snow removal, lawn care, and maintenance of all church facilities. You will work as a part of the church maintenance team and interact with church staff and members.

Essential Functions – Key Tasks Include:

- Lock up the facilities at the end of each day, adjust thermostats, and turn off lights.
- Check the church calendar on a regular basis so that you are aware of programs, events, and meetings; set up tables & chairs as needed and take them down as needed.
- A routine list of areas to be cleaned will be developed as a weekly routine for your guidance.
- Snow removal and salting will be done as needed.
- Be visible within the buildings and help guests as needed. Be mindful of security.
- Restrooms, kitchen areas, and trash disposal will be high priorities.
- Check with the Administrative Assistant for any additional information or new events.
- Consult with the Director of Maintenance regarding scheduling time off, ordering supplies, special projects.
- Carry out any additional tasks as reasonably assigned by the Director of Maintenance or the Senior Pastor.

Core Competencies

- **Interpersonal Skills:** Ability to work well with staff and church members to satisfy needs.
- **Management Skills:** Ability to work with little direct supervision and stay motivated and engaged in the necessary tasks.
- **Professional Attitude:** Dress and conduct yourself as a representative of the church; master the job and work independently; be punctual, engender confidence in your work. Honesty and trustworthiness are essential.
- **Confidentiality:** Any item of a sensitive nature must be kept confidential.

- **Desire to excel:** Strong desire to enhance our shared ministry through care of the facilities; production of work that inspires pride; consistent standard of pursuing excellence in all that you do.
- **Team Contributor:** Active interest in and positive interaction with our paid church staff and volunteer ministry leaders in a way that encourages others and elevates our shared ministry as a team.

Qualifications

1. Significant positive prior experience performing in a similar position is desirable.
2. Comprehension of our church mission and a willingness to actively work each day in support of them.
3. Ability to read and write at a basic level

Physical Requirements

- Ability to see well and hear well in person and on the telephone.
- Ability to lift up to 60 lbs. when needed.
- FUMC is a non-smoking campus.

Compensation

- Salary, paid holidays, vacation, sick days, personal days.
- Retirement plan and other benefits as detailed in the current edition of the church staff handbook.

Job Description effective 1/15/2018

FIRST UNITED METHODIST CHURCH, 201 W. HIGH AVENUE, NEW PHILADELPHIA, OH 44663