

Carlisle United Methodist Church

Custodian - 2

The vision of Carlisle UM Church is to invite all to Live Like Jesus. The job of the Custodian is vital to this mission and the ministry of Carlisle UM Church. The buildings and grounds of Carlisle UM Church need to be maintained and clean to be both functional and welcoming. The Custodian provides routine cleaning and minor maintenance, in order that our facilities will be ready for the conduct of weekly worship services, special services, events and meetings.

Qualifications

The Custodian must physically be able to perform the duties and responsibilities of the position. A working knowledge of general maintenance, housekeeping procedures and public health and safety measures are necessary. The Custodian must also be able to operate appropriate equipment correctly and safely. A cooperative attitude and interpersonal communication skills are required. It is preferred that Custodian have a high school degree or GED; some janitorial and/or maintenance experience; ability to organize work assignments and carry out tasks with minimal supervision; and complete all assigned tasks in a reasonable period of time.

Required Hours

Monday – Friday 5-10 pm to allow for cleaning after the Church Office and Little Lights Learning Center are closed. Hours could be modified for ideal applicant but must be done in the evenings.

Primary Custodial Duties

- ◆ Primary responsibility will be Little Lights Learning Center cleaned nightly and Church Offices cleaned as directed.
- ◆ Clean assigned areas including:
 - Dusting, washing or polishing tabletops, chairs, and other furniture and equipment surfaces.
 - Sweeping, mopping, scrubbing, or vacuuming floors.
 - Washing inside of exterior windows and both sides of interior windows and glass doors as directly, not nightly.
 - Gathering and emptying trash/recycling containers in outside dumpsters.
 - Cleaning and sanitizing restrooms and ensuring that paper towels, soap, toilet paper and other sanitary items are available.
 - Washing mirrors as needed.
 - Washing or dusting walls as needed.
- ◆ Notify the Facilities Manager of any damage or items that need cared for. Also report to Facilities Manager any items that violate building safety or public health.
- ◆ Assist Facilities Manager when requested with room setup/teardown for various events.

Lock up duties nightly (Monday-Friday):

- ◆ Walk through the inside of the building and perform the following:
 - Ensure that all designated interior doors are latched;
 - Make sure only designated lights remain on and that others are turned off;
 - Check all bathrooms and other plumbing facilities to make sure water isn't running
 - Make sure individuals or groups using the facility understand they must latch the doors when they leave.
- ◆ Walk around the outside of the building and perform the following:
 - Ensure that all exterior doors are locked and latched;
 - Pick up any trash and debris; and
 - Make sure no one is loitering around the church.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently is required to stand; walk; sit; squat; bend; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee will be exposed to chemical cleaning solutions, odors, dirt and dust.

This list of responsibilities is not to be considered all-inclusive. Additional responsibilities may be assigned or current responsibilities modified by the Facilities Manager in consultation with the Executive Pastor.

The Custodian shall perform the above responsibilities under the direction and supervision of the Facilities Manager of Carlisle UM Church. Questions or problems related to the job should first be discussed with the Facilities Manager.

The Custodian shall work in cooperation with all pastor(s), staff, Leadership Council, church members and volunteers.

The Custodian shall maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The Custodian shall be evaluated annually by the Facilities Manager and Executive Pastor.

Rate shall be _____ for the year of _____, beginning _____

and ending _____.

Signed by Employee: _____ Date_____

Signed by Lead Pastor: _____ Date_____

Signed by Personnel Liaison
Leadership Council: _____ Date_____

**It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

Revised 09/01/2020