

## **Carlisle United Methodist Church Custodian - 2**

The mission of Carlisle UM Church is inviting all to become disciples of Jesus Christ serving Carlisle and beyond. 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. The Custodian must be in support of the mission of the church, and flexible in accommodating to the schedules of the program and administrative ministries of Carlisle UM Church. 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.

### **Assigned Areas:**

**1.** Main Level: Room 109 (Classroom), Room 111 (Classroom), Room 105 (Chapel), Storage S101, Gathering Balcony (Storage), Gathering Pantry, Sound Equipment Closet, Main Level Restrooms and Sitting Area (outside of Women's Restroom), Main Level Hallway (from the Gathering to the elevator), Stairways and Landings from Main Level to Upper Level (Including the Main Level Landing)

**2.** Gathering Area; Room 109, Room 111, Pantry, Storage Room; Sacristy and Chapel

**3.** Stairway/Landing at back entrance to MPR and Building 33; Stairway/Landing from MPR Stage to Parking Lot

**4.** Office Spaces: Office 01 (Work Room), Office 02 (Reception Area), Office 03 (Building Manager), Office 04 (Secretary), Office 05 (Senior Pastor), Office 06 (Youth Ministry), Office 07 (Children's Ministry), Office 08 (Communications Director), Office 09 (Welcome Ministry), Office 10 (Facilities Manager), Office 11 (Associate Pastor), Office 12 (Finance Office), Office Kitchen Area, Office Restroom 1st Floor, Office Hallway 1st Floor (2), Office Stairwells (1st - 2nd Floor) (2), Office Restroom, 2nd Floor (3), Office Hallway 2nd Floor, Stairway/Landing (Office Room 10 to UL), Stairway/Landing (Office Room 3 to Main Level)

**5.** Building 33 - 2nd Floor: Room 33-5/Steps (Classroom), Room 33-6 (Classroom), Rooms 33-7 (Empty Office), 2nd Floor Restroom, 2nd Floor Kitchen

**6.** Little Lights Learning Center: Room 300/301 (Classroom), Room 302 (Classroom), Room 303 (Classroom), Room 304 (Classroom), Upper Level Restrooms, Upper Level Hallway. (Including Landing at the Elevator), Room 11/12 (Crib Nursery), Room 100 (Classroom), Room 101/102/103 (Nursery Suite)

*Note: Jen Graybill, our Facilities Manager is willing to help with area 1,2,3 and 5 if necessary in order to fit the responsibilities in the time allotted*

**Weekly Custodial Duties:**

- ◆ Clean assigned areas including:
  - Sweeping, mopping, scrubbing, vacuuming or waxing floors.
  - Washing inside of exterior windows and both sides of interior windows and glass doors.
  - Dusting, washing or polishing tabletops, chairs, and other furniture and equipment surfaces.
  - 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.
  - Washing or dusting walls.
  
- ◆ 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 church events.

**Lock Up duties on Tuesday, Wednesday and Friday evenings:**

- ◆ Walk through the inside of the building and perform the following:
  - Ensure that all designated interior doors are locked and 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; and
  - 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.

**Sunday Morning Duties (6:00 am – 10:00 am):**

- ◆ Unlock exterior doors and interior doors for rooms that will support Sunday morning activities.
- ◆ Place the “Guest Parking” signs in the church parking lot.
- ◆ Turn on lights in rooms and areas that will be used for Sunday morning activities.
- ◆ Inspect rooms in assigned areas (especially rooms used the previous day). Take care of any cleaning issues that are discovered.
- ◆ Ensure that assigned restrooms are clean and stocked with supplies.
- ◆ Ensure that assigned hallways, stairwells and rooms are clear of trash.
- ◆ Notify the Facilities Manager of any safety, public health or maintenance issues.
- ◆ Know the location of all fire extinguishers and AED equipment and the procedure for their use.
- ◆ Oversee and participate in the set up and take down of the chairs, tables in the Multipurpose Room before and after the Contemporary Worship.
- ◆ Ensure that tables for after church Fellowship are set up in the Gathering area.
- ◆ Change the hymnal boards in the Sanctuary after the first worship service and before the second worship service begins.
- ◆ Transports food items from the kitchen to the MPR for the contemporary worship service.
- ◆ Fills cups of water for the pulpit for the pastors.
- ◆ Lock interior and exterior doors and turn off lights except those that are designated to remain on. Do not lock the playground gate.

**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 Lead 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 Lead Pastor with review by a representative of the Leadership Council.

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 4/2/19*