

## Custodian

### Job Description

#### Lake Gibson United Methodist Church (LGUMC)

##### Position Summary

To serve the church through the general maintenance, cleaning and care of the interior and exterior of all church buildings (excluding the Preschool Building). This position reports directly to the Pastor of LGUMC and overseen by the Church's Board of Trustees and Staff Parish Committee.

##### Qualifications:

- Be at least 18 years of age
- Previous experience and/or training in general maintenance and/or cleaning of buildings preferred.
- Can speak, read and understand English
- Able to receive and carry out written and oral instructions
- Able to work with general janitorial supplies and chemicals utilizing appropriate protective attire as recommended
- Capable of lifting 40 pounds
- Able to tolerate standing and walking for a minimum of 3 hours at a time
- Capable of climbing a single flight of stairs
- Passes the basic Florida State Background Check
- Annually attends the Florida UMC Child Protection Policy Class
- Provides two written references (non-relatives)

##### Responsibilities:

- At the end of the week, to assure a clean and inviting appearance for Sunday Worship completely cleans, vacuums/sweeps, dust, and removes trash in the Sanctuary, Narthex, Overflow areas, Choir room and restrooms. Additional cleaning to be done as needed for special events like Weddings, Funerals, etc.
- Weekly (when not in use) cleans, vacuums/sweeps, dust and removes trash from the Family Life Center. This includes main area, restrooms, classrooms, stairwells and kitchen. Scheduled cleaning must take into account any scheduled activities to provide a clean and inviting appearance for any group using our facilities.
- Cleans the Church office once a week including offices, restrooms and common areas. This includes vacuuming/sweeping, dusting and trash removal.
- Keeps all restrooms supplied with soap, towels and toilet paper
- Maintains sufficient inventory of all cleaning and maintenance supplies necessary to keep facilities in a clean and safe condition.
- Provides any minor maintenance as needed to all church property (i.e. light bulb replacement, minor toilet repairs, etc.) when time permits.
- Provides the Chair of trustees with a written notice of any broken or missing items that need attention beyond the scope of this position so it can be addressed. Calls the Trustee Chair for any emergency repairs needed.

- Sets up tables, chairs and any other equipment being provided by the church for use as directed by the Pastor or his/her designee.
- Assist in the moving of furniture and equipment as needed.
- Additional duties may be required for weddings and funerals
- Attends staff meetings
- Maintains time sheet of all hours worked performing duties as noted above.
- Controls own schedule to stay within 40 hours per pay period (2 weeks). Informs Pastor, Trustees Chair, Finance Chair, Administrative Chair or designee when extra duties or activities requires the need to work more than the 40 hours per pay period.

Policies:

- This is considered a part-time non-exempt position with flexible hours averaging 20 hours a week.
- A copy of the Personnel Policies and Procedures handbook for members of the Staff of LGUMC is attached and made part of this Job Description.

Approvals:

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee \_\_\_\_\_ Date: \_\_\_\_\_

Original in Employee's Personnel file

Copy to Employee

Form Approved 7/2014, Revised 11/2016