

**JOB DESCRIPTION
CUSTODIAN
FIRST UNITED METHODIST CHURCH
LAKELAND, FLORIDA**

**Revised: May 2026
FLSA: Full-Time, Non-Exempt**

GENERAL QUALIFICATIONS:

The Custodian shall agree to uphold the Staff Social Covenant and Church Personnel Policies. He/she must have a thorough understanding of the current job description and use of equipment and shall demonstrate organizational skills necessary to support the ongoing work of the Church's ministry.

Occupational Summary:

This position is responsible for all aspects of general housekeeping tasks, which include but are not limited to, cleaning, mopping, dusting and general maintenance.

Reports to:

Facilities Manager

Work Performed:

- **Sanitation:** Vacuums, sweeps, mops, and spot cleans floors; cleans gymnasium; empties trash from containers both inside and outside and changes trash liners; cleans and sanitizes restroom areas; disinfects toilets, urinals, sinks, showers; cleans and/or disinfects tables, desks, blackboards, dry erase boards, countertops, woodwork, and vents in classrooms and work areas; spot cleans walls as needed; spot shampoos carpets; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls, wet dusts and polishes all furniture; moves equipment and furniture when performing above cleaning activities.
- **Safety/Security/Maintenance:** Reports and removes any safety hazards; reads and interprets safety labels; understands and follows procedures to handle and store chemicals properly; identifies and reports the need for major and minor repairs by completing a work order and submitting to the Facilities Manager; reports and/or repairs damage done to campus property; reports any unauthorized visitors; secures gates, doors, windows, and building areas; opens and closes buildings; turns off lights and sets alarm systems prior to leaving buildings.
- **Grounds Keeping:** Keeps grounds neat and clean at all times; removes small debris from walkways, stairways, decks, and courtyards.
- **Supply/Inventory Control and Distribution:** Requisitions all cleaning and housekeeping supplies and equipment in a timely manner to ensure adequate supplies and levels are available; receives, unloads, inventories, and maintains supplies for the First United

Methodist Church inventory and distributes supplies as needed or requested to appropriate buildings; keeps all housekeeping closets and storage areas organized for supplies and cleaning products; refills all supplies and paper products in rest rooms.

Education/Training/Licensure:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and experience which demonstrates ability to perform the duties as described; a typical qualifying background would include custodial experience at a school site.

Possession of a valid Florida driver's license and evidence of a safe driving record within the last three years required.

Knowledge of cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals; requirements of maintaining worship centers, classrooms, and buildings in a safe, clean and orderly condition. Use of personal cell phone for business related communication is required. Church extends a monthly cell phone allowance. The monthly allowance amount is determined annually.

Skills:

Ability to communicate effectively in both oral and written form; read, understand and follow instructions, schedules, and safety label directions; operate a variety of cleaning equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position including bending, kneeling, reaching, and standing for long periods of time; It is helpful, but not required to be able to climb ladders, lift and carry heavy boxes, tools, equipment and materials.

Work Experience: 3-5 years experience in a custodial role is preferred.