



ST. MARK'S UNITED METHODIST CHURCH **CHURCH CUSTODIAN (part-time)**

We gather, connect, and serve so all may experience the love of Christ

Accountable To: Office Manager

Classification: This is an hourly (non-exempt) part-time position budgeted/scheduled at 4 days (up to 10 hours) per week, and supervised by the Office Manager.

Summary: Cleaning and set up of church facility.

Days/Hours: Primarily working weekdays. This may include an occasional weekend shift.

Essential Job Responsibilities

- The primary responsibility is to ensure that the majority of the church campuses are clean, sanitized, and ready for daily use.
- Communication of necessary repairs or supplies, especially urgent maintenance needs, shall be communicated to the Maintenance Coordinator and/or Office Manager in a written report.

Regular anticipated duties include, but are not limited to:

- Daily cleaning and sanitization of the Magee campus and at least once a week cleaning of the Sanctuary campus. For the Magee campus, this includes Fellowship Hall, Welcome Center, Sanctuary, administrative offices, classrooms, and choir room. And other common areas as needed and directed by the checklist/schedule.
- Unlocking and/or locking of facilities for outside groups overlapping with the assigned schedule.
- Providing written notification to the Maintenance Coordinator of areas that need additional repair, attention, or deeper cleaning, such as carpets requiring shampooing, etc.
- Set up/take down tables and chairs as needed.
- Regular communication with the Office Manager and the Maintenance Coordinator for needs and issues that arise.

Standard Custodial Duties include, but are not limited to:

- Daily check event report(s) and/or custodian's notebook(s) for updated communications about the week's events;
- Daily removal of trash and recycling from all receptacles and replacement of plastic liners;
- Daily cleaning and sanitization of bathroom fixtures and floors in all buildings;
- Restocking of bathroom soap and paper supplies as needed;
- Weekly cleaning and sanitization of kitchen counters;
- Daily check of kitchen areas, sweeping and mopping as needed, with at least one weekly mopping;
- Daily inspection of classrooms and offices, including weekly vacuuming, daily trash removal and additional spot vacuuming as needed;

- Weekly cleaning of classroom and offices, including vacuuming, sweeping, and/or mopping floors, dusting of surfaces, and spot cleaning walls;
- At least weekly mopping of all hard floors;
- Weekly cleaning of sanctuary and narthex, including vacuuming of pews, dusting of surfaces, spot cleaning walls as necessary, sweep/mop narthex floor;
- Weekly cleaning of the library, including vacuuming and/or sweeping floors, dusting of surfaces, and spot-cleaning walls;
- Weekly cleaning of all drinking fountains;
- Monthly cleaning of blinds and window sills;
- Monthly wipe down of sanctuary pew wood frames with wood preserver;
- Ensure heating and cooling systems are shut down when facility is not in use;
- Regular inspection of exterior lights and notice to Maintenance Coordinator of non-working bulbs/lights;
- Check all facilities are locked and secure at end of shift;
- Other cleaning duties as requested by Facilities Manager and/or Office Manager.

Church Custodian Qualifications:

- High School Diploma or equivalent.
- Previous custodial and light maintenance experience.
- Understanding of cleaning techniques and safety procedures.
- Ability to lift up to 40lbs. and pass a background check including fingerprint card.
- Strong communication, comprehension, and interpersonal skills.
- Basic computer skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.