

# JOHN STEWART UNITED METHODIST CHURCH

## JOB DESCRIPTION

### CUSTODIAN

*Objectives of the Position:* The Custodian provides facility cleaning services to help meet the needs of the ministries of the Radical Hospitality Team of JSUMC.

*Responsibilities:* The main responsibilities of this position are to care for the facility according to the standards set by the Board of Trustees of John Stewart UMC.

*Specific Duties Include:*

#### Daily:

1. Check the church calendar
2. Emptying all waste receptacles as needed
3. Clean all restroom toilets and sinks
4. Inspect and clean restroom walls as needed
5. Resupplying paper and hand soap products as needed
6. Assist persons after worship to ensure that lights are turned off and doors are locked
7. Keep Kitchens ready for guest and/or ministry use by:
  - a. Sanitizing counter spaces
  - b. Sweeping and mopping floors
  - c. Ensuring that waste barrels are empty and have extra trash bags ready for use
  - d. Making a visual inspection of all other areas and report further cleaning needs to the Church Administrator.
8. Prepare the Sanctuary for worship by:
  - a. Dusting
  - b. Removing old bulletins from pews and Bible/hymnal racks (Volunteers will re-supply the racks as needed)
  - c. Realigning bibles and hymnals as needed
  - d. Sanitize Pews
  - e. Moving flowers from the altar to the hospitality table in the main narthex (Dispose of any flowers left on the hospitality table after mid-week)
9. Take out trash on the day before city pickup
10. Remove and trash or other items left anywhere around the outside of the building
11. Report any equipment failure (fire system, elevator, kitchen appliances, etc.) as soon as possible to the Church Administrator and Chairperson of the Board of Trustees

#### Weekly:

1. Vacuum all area carpeted floors.
2. Dust, mop all hard surfaced floors
3. Wash windows of high traffic areas (i.e., entry doors)

## CUSTODIAN (continued)

### Monthly:

1. Order or purchase needed cleaning supplies
2. Order or purchase needed restroom supplies
3. Retain all invoices or receipts and leave them with the Church Administrator
4. Inspect and clean as needed the interior windows throughout the facility
5. Maintain a repair list for the Board of Trustees to be left by the first day of each month for the Chairperson

### Seasonally:

1. Coordinate with the Pastor and Church Administrator to ensure that hospitality needs will be met for special events, such as Christmas, Lent, or even funerals, throughout the year (this includes the coordination with other staff to assign someone to help secure the facility afterward)
2. Inspect and clean as needed any and all marks upon walls and woodwork throughout the facility
3. Coordinate with the Trustees to arrange for the inside storm windows to be hung for the winter season
4. Coordinate with the Trustees to arrange for mowing, hedge trimming, and other outside maintenance

The custodian will be responsible for recording their work activities, especially the monthly and seasonal activities. In the event that the SPRC or the Trustees have questions about the timing of monthly or seasonal work being completed, the Custodian will already have documentation to verify when work is completed and/or how steps were taken to complete the work.

The custodian is free to choose the times and hours for performing the duties outlined above. Pay periods are the 15<sup>th</sup> and the last day of the month. Evaluations will be completed annually and will establish whether expectations, as outlined above, are either “not met”, “met”, or “met beyond expectation.” Salary increases will be dependent upon good evaluations and the ability of the congregation in any year to offer an increase. The Custodian will report to the SPRC with time off requests and will have the Pastor sign the time sheet to verify all hours worked. Some Saturdays and Sundays will be required.

Furthermore, as weddings are scheduled through the office, the custodian will be notified and have the option to: 1) care for the cleaning services after the rehearsal and after the wedding. The fee for cleaning services collected from the bride and groom will go to whomever actually completes the work. The building will be opened for the wedding party by the Wedding Coordinator and afterward is expected to be secured by the person that provides the cleaning services.

### **Please submit your Cover Letter and Resume to one of the following by November 25, 2022**

- Mail to: JSUMC SPRC, PO Box 333, Upper Sandusky, OH 43351
- Email to: [churchoffice@johnstewartumc.com](mailto:churchoffice@johnstewartumc.com)
- Drop off to JSUMC, 130 W Johnson Street, Upper Sandusky, Ohio