

BALDWIN COMMUNITY UNITED METHODIST CHURCH

JOB DESCRIPTION

CUSTODIAN

The purpose of the Baldwin Community UMC staff is to support a Christ-centered community of worship, discipleship, and service.

- By fostering a positive environment of joy and laughter
- By growing a respectful, caring, and supportive team
- By equipping and empowering leaders and servants
- By maintaining openness and flexibility in our work

TITLE: Custodian

QUALIFICATIONS:

1. Demonstrates strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
2. Share and support the Christian vision, mission and values of BCUMC
3. Possess a high school diploma or GED
4. Obtain and submit a physical examination as may be required
5. Obtains and submits clearances as may be required
6. Ability to follow oral and written instructions
7. Ability to work and communicate with other employees and individuals
8. Ability to work effectively and efficiently without close supervision
9. Ability to use custodial cleaning products and equipment
10. Must possess physical ability lift eighty (80) pounds from floor to waist, sixty-five (65) pounds from waist to shoulder, fifty (50) pounds overhead and to carry eighty (80) pounds for twenty (20) feet
11. Must possess physical capability to sit, stand, and walk for periods of not less than five (5) hours.
12. Must possess physical capability to climb to a height of not less than twenty (20) feet
13. Has demonstrated aptitude for skillful and successful completion of the assigned performance responsibilities
14. The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy

REPORTS TO: Senior Pastor

PERFORMANCE RESPONSIBILITIES:

1. Maintenance
 - a. Make sure exits are free of debris and accessible
 - b. Assist facilities maintenance with occasional sidewalk cleaning when necessary
 - c. Maintain custodial equipment in clean and operable condition and store such equipment properly

2. Custodial
 - a. Sweep, scrub, wax and polish floors in Asbury and Wesley Halls, preschool rooms, and childcare rooms, and throughout the building yearly or as needed
 - b. Vacuum and scrub all carpeting throughout the building as needed or as directed
 - c. Clean, dust, remove cobwebs, and wash walls, furniture, woodwork and other equipment in Asbury and Wesley Halls, sanctuary, chapel, and throughout the building in conjunction with the cleaning company.
 - d. Maintain (scrub, buff, and wax) floors in throughout the building and hallways checking conditions daily and as needed
 - e. Empty trash from kitchens and preschool daily
 - f. Clean light fixtures yearly or as needed
 - g. Maintain custodial areas and supply rooms in an orderly manner and in accordance with state, county, and local regulations, and ordinances
 - h. Clean bathrooms and water fountains in cooperation with the cleaning company
 - i. Install paper towels, toilet paper, and hand soap throughout the building daily
 - j. Clean windows, door glass, and other glass surfaces twice a year and as needed
 - k. Empty all office paper recycling and whole building can/bottle recycling
 - l. Sweep and pick-up leaves/trash around all outside doors
 - m. Clean trash cans monthly
 - n. Perform all hall and room set-ups as reviewed in staff meetings daily for both activities within the church and outside events
 - o. Unload, move and arrange furniture, equipment, supplies, etc. as needed

3. Miscellaneous
 - a. Prepare sanctuary for worship, including opening doors and windows as appropriate, filling oil candles, setting up baptismal font, etc.
 - b. Ensure sanctuary is properly secured after services, including locking of windows and doors.
 - c. Attend staff meetings as directed by the Senior Pastor
 - d. Other duties as assigned

TERMS OF EMPLOYMENT:

This is a part-time (20 hours/week), exempt position. Work year, workdays, salary, and benefits are established in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual as approved by the Staff-Parish Relations Committee.

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____