

First United Methodist Church of Festus/Crystal City

Job Description – Part-time Custodian, 16-20 hrs/wk

Monday – Thursday, 8am – Noon

Friday and/or Saturday 4 hrs as needed per event calendar

Regular cleaning of the church building – Up to \$15-\$17/hr commensurate upon experience

The Custodian's job is to perform basic housekeeping tasks including vacuuming, dusting, mopping, and other cleaning. You are required to keep rooms ready for meetings and worship and enhance the overall appearance of our space. You need attention to detail to recognize areas of need and to clean to a level of excellence. You must cooperate with pastors, Church Council, staff, and congregation in keeping our space in great condition for ministry.

RESPONSIBILITIES

WEEKLY, OR MORE OFTEN, AS NEEDED

Hours Duty

- 3.0 Vacuum & dust sanctuary, mtg and class rms, offices, halls, and stairs
- 2.0 Sweep & mop kitchen, fellowship hall, office hall & narthex
- 1.0 Take out trash from all areas of the building daily, pick up trash on premises
- 1.0 Clean glass entries (office lobby entrance, narthex, sanctuary entrance & wiggle room)
- 6.0 Clean bathrooms deeply each week to include:
 - Clean counters, sinks, and mirrors, take out trash, refill paper supplies, wipe down walls, clean toilets, mop floors, pour water in floor drains
- 2.0 Clean/shine kitchen after use, spot clean/stock bathrooms, as needed

REGULARLY, AS NEEDED

- 1.0 Identify any building maintenance needs and report them to the Maintenance Supervisor
- 1.0 Spot clean carpet stains, iron wax off, change altar candles as needed
- 2.0 Monthly duties
- 1.0 Quarterly duties

WEEKLY HOURS - 20.0

MONTHLY, OR MORE OFTEN, AS NEEDED

- Vacuum Pews 0.5
- Clean inside of all windows – 2.0
- Clean glass in all classroom/office doors - 1.0
- Pull out furniture for sweep/mop/vacuum in each room (add 1 hr each week rotating spaces) - 4.0
- * Fill out supply request form and submit to Office for order - 0.5
 - TP, paper towels, cleaning supplies, soap for dispensers, etc
 - Food Pantry and Kitchen creates their own, do not include on your supply request

QUARTERLY, OR MORE OFTEN, AS NEEDED

- Clean vent covers - 1.0
- Clean baseboards throughout - 1.0
- Clean ceilings and corners of cobwebs dusting high places – 1.0
- Clean outside of all windows – 4.0

Required:

- Detail oriented – ability to identify areas that require attention
- Ability to work independently
- Ability to follow through on assigned tasks
- Ability to be on your feet for entire work shift
- Willingness to respond helpfully to others
- Work with focus on joy, unity, and making a difference