Church Street United Methodist Church
Job Description -- Church Custodian
Reports to Lead Custodian

Position Summary
The Church Custodian is responsible for maintaining a clean, safe, and welcoming environment throughout the church facilities for congregation members, staff, and community groups. This role ensures that all worship spaces, offices, and meeting rooms are properly prepared, maintained, and secured. As an outward-facing representative of the church, the custodian approaches all tasks with a spirit of service, attention to detail, and respect for the sacredness of the space. Works with a cooperative spirit and helpful attitude as part of a team of four.

General Duties:

- **Sanitize Restrooms:** Clean, disinfect, and restock all church restrooms daily or as scheduled (toilets, sinks, mirrors, floors, and supplies).
- **Floor Care:** Sweep, mop, scrub, and vacuum hard floors, hallways, offices, classrooms, fellowship halls, and carpeted worship areas.
- **Dusting & Surface Care:** Dust furniture, windowsills, pews, altars/chancel areas, rails, and high-touch surfaces (doorknobs, light switches, handrails).
- **Trash & Recycling:** Empty all trash and recycling receptacles throughout the building and dispose of waste in designated outdoor bins.
- **Kitchen & Fellowship Areas:** Clean and sanitize kitchen counters, sinks, and common areas after events or weekly gatherings.
- **Room Sets:** Review church calendar daily for needed room setup and breakdown. Follow up with Church Administrative Staff for updates or clarification in time for upcoming events and meetings.
- **Safety & Security:** Check and lock doors, close windows, turn off designated lights, and monitor thermostats upon leaving the facility. Inspect premises for safety hazards (e.g., wet floors, ice on walkways).
- **Outdoor Maintenance:** Handle basic exterior upkeep, such as clearing entryways, sweeping porticos, and [optional: snow/leaf removal] as needed.

Inventory & Stewardship

- **Supplies Management:** Monitor inventory of cleaning products, paper goods, and restroom supplies, submitting restock requests in a timely manner.
- **Equipment Upkeep:** Properly clean, store, and maintain custodial tools, vacuums, buffers, and machinery.
- **Physical Demands:** Ability to stand, bend, stoop, climb ladders, and lift/carry up to **50 pounds**. Must be able to perform active physical labor.
- **Safety Knowledge:** Familiarity with safe chemical handling, mixing, and Material Safety Data Sheets (MSDS)

Hours of Work: 40 hours per week, full time hourly, non-exempt. Schedule includes nights & weekend hours.

Education: High school diploma or equivalent.

Experience: Prior janitorial, housekeeping, or commercial cleaning experience is a plus.

Background Check: Must pass a standard criminal background check (and safe-environment screening if working around youth/children).

Benefits: biweekly pay, health insurance, pension, paid holidays and paid time off.