



Peace United Methodist Church  
303 Ninth Avenue South  
Virginia, MN  
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## Job Description for Custodian

The custodian is responsible for the overall appearance of the church in terms of cleanliness. As custodian responsibilities include cleaning all areas associated with church functions.

### Responsibilities:

- Clean, sanitize, vacuum, mop, sweep, dust interior of building, entrances and elevator in a safe manner. Use protective gear such as gloves, etc. when necessary.
- Clean all washrooms twice weekly: mop floor; clean toilet bowl and surrounding toilet area; clean sinks and mirrors; replace towels and toilet tissue; fill soap dispensers.
- Clean offices weekly: Vacuum, empty garbage, dust. (Custodian will have key to offices)
- Clean organ and choir area in sanctuary on a weekly basis.
- Clean and scour water fountain.
- Clean windows and glass in doors on main floor on a regular basis.
- Leave extra garbage bags at bottom of all garbage bins and wastebaskets.
- If cleaning tools such as vacuums, hoses, brooms, mops, buckets, garbage bins, etc are in need of repair or replacement, report problem to church office, Trustee chair/ liaison or SPRC chair.
- Provide custodial services/tasks before and after special programs and events held in the church such as weddings, funerals, youth events, etc. Clean all main rooms, any additional rooms used and miscellaneous items such as chairs and tables. This will be in addition to regular weekly events.
- Maintain organized, clean workstations on each floor to ensure efficiency and to allow other people the ability to utilize cleaning supplies when custodian is unavailable. (accidental spills, etc.)
- Stock and inventory custodial supplies. Leave note in church office for needed supplies and materials.
- Communicate to SPRC, via the SPRC liaison, any special needs or considerations associated with custodial position. Communicate with Trustees, via the chairperson, any special needs or considerations with the church building.
- Be available by phone, email or text message. Respond back in a timely manner.
- Report anything suspicious or unusual to Pastor or Trustee liaison. (tampered locks, broken glass, etc)
- Complete Time Sheets on the days worked. Turn in to church treasurer or leave in mailbox to assure monthly paycheck is received on time. (Attach dated job check off sheets to time sheets every two weeks.)
- Train volunteer and/or paid substitute custodian as necessary.

\*This is an evolving position and responsibilities are therefore subject to changes with notification.

### **Qualifications:**

Have the physical ability to perform above responsibilities in a timely manner. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Knowledge, Skills, and Abilities:**

- Strong written, oral, and interpersonal communication skills with internal and external contacts.
- Manage multiple priorities, handle interruptions, and adapt to changing priorities.
- Must be able to demonstrate ability to plan, develop, coordinate, manage, and implement a cleaning routine based on church use by multiple groups and organizations.

### **Education and Experience:**

- Previous custodial experience is desired.
- High School Diploma or GED

### **Commitments:**

- Will keep all things confidential concerning the matters, issues, and members of Peace UMC.
- Will present self with a neat appearance whenever possible.
- Will make an effort to use time wisely, but be willing to allow for appropriate interruptions.
- Will date and use job check off sheet weekly to keep on task. This will be helpful for a substitute custodian or volunteer as to what jobs need to be done. (Discussed and accepted on 6/10/15.)
- The exact hours will be difficult to specify out of necessity and may be scattered throughout the week. Availability by cell phone or voice message will allow duties to be performed at a variety of times consistent with the needs and duties of the job description.

### **Assigned Hours:**

- Position requirements are 10 hours weekly.
- Additional flexible hours can be requested through the Pastor and Staff Parish Relations Committee.
- No paid Holidays.
- No paid Sick Leave.
- No paid Vacation.

**Evaluations:**

- Ninety days after hire date.
- Annually or at the discretion of the Pastor and Staff Parish Relations Committee Liaison.

**Terms of Employment:**

- Individual must pass a background check; failure to pass will be grounds for termination of employment.
- Thirty day written notification will be given by either the employer (Peace UMC) or the employee before the termination of employment.
- Termination of this position may occur immediately for just cause reasons as determined by the SPRC committee and the Pastor.

Approved and Accepted by:

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Custodian

Date

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Chairman of SPRC

Date

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Pastor

Date

(Revised: October, 2016)