

# Job Description Custodian



This position is 20 hours a week with flexibility.

## **Purpose:**

To clean and assist the Board of Trustees with maintaining the church building and grounds in order to glorify God.

## **Qualifications:**

The successful candidate must show initiative, and work with minimal supervision. The person must be dependable, trustworthy, able to work as part of a team and be a Christian who is active in his/her faith. Must be physically able to fulfill job requirements. Ability to complete minor repairs is required.

## **Responsibilities:**

- Care for the facility so it is always ready to be used, including cleaning and minor repairs of both inside and outside areas
- Complete duties listed on pages 2-4 of this document
- Reports to the Senior Pastor

## **Job requirements:**

- Identify tasks that need to be done and complete them independently
- Lift 40lbs
- Bend and squat
- Lift overhead with both hands
- Ability to do repetitive motions
- Climb on ladders
- All staff at CUMC will follow the employee manual
- BCI background check will be completed for all employees
- An annual performance review will be conducted with the Senior Pastor, chair of the board of trustees (or their designees) and a member of the staff-parish relations committee

## **Hours:**

20 each week, additional hours may be added as needed

## **Duties:**

### **Daily (*Inside*)**

- Inspect all interior and exterior areas and clean as necessary. This is particularly important in bad weather
  - Pay special attention to restrooms and kitchen areas. Kitchen area cleanliness is the primary responsibility of the group that uses the space. The repeated need to clean areas after use should be reported to the trustees for follow-up with the organization that left the area in poor condition
- Empty trash containers as needed
- Set up rooms for scheduled activities
- Check to be sure the elevator is unlocked and functional for use during scheduled activities

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## Daily (*Outside*)

- All entrances of the church must always be in optimal condition
- Steps shall be swept, leaves cleared, papers picked up and debris removed, even when the church is not open. Spread salt when needed to keep entrances safe
- Keep church parking lot free of litter and leaves
- Clear snow from the walks
  - Report any unsafe conditions or hazards to the office manager and trustee chair immediately

## Weekly

- Pick up bulletins, scrap paper and replace hymnals into the pew holders following use in sanctuary, welcome center and worship area for The Point
- Clean all restrooms. (fixtures, stalls, mirrors, and floors)
- Dust sanctuary, welcome center and media center as needed and vacuum carpets.
- Inspect light fixtures, replace bulbs as necessary and remove cobwebs
- Place the Communion rail upon direction of the Senior Pastor and remove after use. See that the altar has all furniture and fixtures in their proper places
- Vacuum office floors, mop when needed
- Dust media center, library, and office furniture, fixtures, equipment and bookcases
- Prepare rooms in the fellowship hall that are used by ministry areas and The Point
- Worship on Sunday morning
- Keep chairs and tables used in the basement clean, floors swept and mopped

## As Needed

- Classroom and hallway care – vacuum and clean all floors, clean tables and chairs
- Fellowship Hall - Place tables and chairs for scheduled events and return them to storage when not in use
- Keep kitchen work and supply areas in proper order and free of litter
- Mop/buff tile floors, strip and wax floors throughout the building

## Annually

- Wash all windows on the inside twice a year
- Strip tile floors and wax as needed
- Wash wood trim and pews in sanctuary
- Wash restrooms walls

## General Maintenance and Care

- Report malfunction of systems to the office manager
- See that the heat or air conditioning is turned on in advance of need and that the proper levels of comfort are maintained
- Purchase janitorial and incidental maintenance supplies. Report broken major cleaning equipment to office manager
- Report major maintenance and repairs to the Chair of Trustees or office manager
- Complete all minor repairs that are within the training and capability of the custodian
- Maintain, clean, and organize custodial rooms and garage
- Report water or gas leaks promptly. Take short-term corrective action, such as shutting off the supply source, as appropriate

## Other Duties as Assigned



# Application for Custodian

Community United Methodist Church  
www.circlevillecommunitychurch.com/  
Office@circlevillecumc.org

This position is 20 hours a week with flexibility.

## Personal Information

Full Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
City	<input type="text"/>	State:	<input type="text"/>
		Zipcode:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>

## Educational Background

Degree	Institution	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Professional background

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Responsibilities

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

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### Responsibilities

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## References

Name	Job Title	Phone Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Attachments:**  Resume/CV Attachment  Cover Letter Attachment

## Declaration:

By submitting this application, I confirm that the information provided is accurate, and I understand that any false statements may disqualify me from employment.

## Completed Applications:

Email to: [office@circlevillecumc.org](mailto:office@circlevillecumc.org)

Mail to: **Community United Methodist Church**  
120 North Pickaway Street  
Circleville, OH 43113

# Custodian Background Check Authorization



I hereby give my permission for authorized agents of Community United Methodist Church (CUMC) to conduct an investigation of my background. This investigation will include arrest/conviction records, sexual offender registry, driving record and other factors which such agents may deem proper and necessary subjects of investigation, in order to properly assess my character, reputation, and background in connection with employment or servant leadership within CUMC.

I give my permission for any person, business, or institution contacted in the course of such investigation to release any and all information properly requested, and copies of same if requested. I do hereby release and discharge Community United Methodist Church and authorized representatives of CUMC from all claims and damages arising out of or relating to any investigation of my background for said purposes. I understand that I may request a complete and accurate disclosure of the nature and scope of the background investigation; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

CUMC and others have an obligation to keep confidential, secure and/or destroy personal information that in the wrong hands could lead to identity theft or an invasion of privacy. I recognize the right of CUMC to treat at its discretion certain sources as confidential.

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Signature

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Printed Name

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Date