

JOB DESCRIPTION FOR CUSTODIAN
Salem United Methodist Church, Cedar Rapids

The primary purpose of this position is to maintain the overall cleanliness and appearance of Salem UMC and provide set-up and tear down services where needed for gatherings. This is a part-time, up to 15 hours-a-week position. The Custodian reports to the Building Superintendent and the Pastor.

RESPONSIBILITIES:

- **Room Set Up & Tear Down:** The custodian will be responsible for setting up tables, chairs and other equipment required in advance of meetings at the church that are assigned to the custodian by church staff. The custodian will likewise be responsible for clean-up and tear down following meetings and events that are assigned to the custodian. The majority of meetings and events are responsible for self clean-up and tear-down. It will be the responsibility of the custodian to prepare the church for services.
- **Restrooms:** Towels, tissue, and soap supplies will be checked on a regular basis, and adequate supplies maintained and supplied as needed. Deodorant screens will be kept in all urinals, and plumbing fixtures checked for proper operation. All restrooms are to be checked before services, events or meetings and cleaned as required.
- **Cleaning Responsibilities:** Base cleaning on provided checklist and update checklist with date activity was completed weekly or as needed. The cleaning schedule will be flexible based on activities at the church and determined by working with Building Superintendent.
 - Sanctuary: Carpeting should be vacuumed, chairs cleaned, windowsills dusted, dust pulpit furniture, dust piano and Clavinova weekly/as needed. Tile floors should be cleaned and buffed each week. They should be wet mopped after salt tracking or as required. Vacuum floor and pews in advance of weddings, funerals, and events.
 - Narthex: Vacuum floors, dust windowsills, coat shelf, and furniture weekly/as needed.
 - Fellowship Hall, Offices, and Library: Vacuum floors, dust windowsills and furniture, clean interior windows weekly/as needed.
 - All Classrooms and Nursery: Weekly/as needed vacuum, dust and clean all furniture as required. Spray toys with disinfectant.
 - Stairs and Hallways: Weekly/as needed vacuum or dust mop floor, dust railings, clean light switch plates, and disinfect all drinking fountains.
 - Kitchen, Kitchenette (office & lower level), & Sacristy: The sinks, counters, and appliances are to be kept neat and clean and monitored weekly/as needed. The floors are to be dust mopped and buffed, wet mopped and buffed as needed.
 - Restrooms: In order to maintain sanitary conditions in all restrooms, the plumbing fixtures will be cleaned and disinfected at least once weekly/as needed. The floor is to be wet mopped and all garbage cans disinfected weekly/as needed. Deodorant screens will be kept in urinals.
 - Windows and Doors: Window panes in the building, on doors, and entrances are to be cleaned weekly/as needed. Doors are to be dusted weekly and cleaned as needed.
 - Empty trash and recycle weekly/as needed. Put all garbage in appropriate containers. Clean the janitor closets annually or more frequently if necessary. Assist with cleaning garage if necessary.
- Accommodate Weddings and Funerals and other special events as needed. Spot clean sanctuary and all public areas prior to use where appropriate.
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- **Professionalism:** The Custodian often represents the Church and great care should be taken to make a positive and professional appearance in all circumstances.
- Police area for appearance, security, breakage or malfunctions and address cleanliness yourself; bring

maintenance issues to the Building Superintendent.

- Perform other duties as required by the Building Superintendent, Pastor, or Leadership Board as needed.

TERMS OF EMPLOYMENT: Works up to 15 hours a week year-round at \$13 per hour. Compensation is paid bi-weekly (26 times a year). There are occasional fluctuations in the schedule with the approval of the Building Superintendent or Pastor to provide flexibility for the needs of the church and Custodian. In general, staff members must have approval to be gone during holy days (Christmas, Ash Wednesday, Holy Week, etc.). The church is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (except when on Sunday). Paid vacation, overtime pay, medical/other fringe benefits, and pension/other retirement compensation are not included.

QUALIFICATIONS:

- A follower of Jesus who loves God and loves others.
- Desire to serve at Salem Church and be an engaging member of the staff team.
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise (D.R.I.V.E.)
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church
- Desire to serve the Lord through the cleaning and maintenance of Salem Church
- Dependable, punctual, flexible, responsible, and self-motivated. Must have regular timely attendance during stated or negotiated hours.
- Possess excellent communication skills and a strong team player with the staff.
- Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- High School Diploma or GED required.
- Prior maintenance and or cleaning experience preferred. References also desirable.
- Good organizational and planning skills, and an ability to delegate with staff and volunteers as needed.
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency.

JOB EVALUATION: The Custodian will be invited to meet with the Pastor, Building Superintendent, and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.

Please send an email entailing interest and experience to mattgerman@salemchurchcr.com