

## Church Custodian

**Position Description:** First Warrensburg United Methodist Church is seeking an experienced custodian to maintain a pleasant building environment for our various ministries and groups using our building. Candidates applying for this position must be responsible, able, self-motivated and able to communicate clearly with office staff to accomplish common goals.

This position is part time, 20-25 hours a week. There is no set schedule, the cleaning hours can be flexible.

### *Job Skills and Requirements*

1. Demonstrates strong communication and organizational skills
2. Must be a self-starter, able to identify and solve custodial issues without the need for process guidance and work independently.
3. Understanding of the dynamics of working in a church environment.
4. Able to work in cooperation and collaboration with volunteer maintenance team.
5. Meet weekly deadlines and prioritize tasks around various activities taking place at the church.
6. Knowledge of operation of floor/carpet cleaning equipment.
7. Position requires lifting of heavy items up to 80 lbs., moving of furnishings, and mechanical cleaning equipment.

### Task list

- Sanitizing surfaces, cleaning and maintaining all common areas, kitchens, hallways, gym, sanctuaries, nursery and work rooms: light switches, door handles, handrails, work surfaces, seating, water fountains.
- Bathrooms cleaned and sanitized. Soap and towel dispensers restocked.
- Floors vacuumed and cleaned
- Floor buffing as needed.
- Dusting maintained.
- Windows and sills maintained.
- Restocking of towels, toilet paper, and soap.

### Special Circumstances

There are on occasion, special events (funerals or weddings) during the week or during a weekend that will require extra cleaning in addition to the regular

duties. The extra work for these special events will be compensated with a stipend.

**If interested in this position, please send a message of interest and resume to  
Pastor Kayla Meredith, [kayla@umcburg.org](mailto:kayla@umcburg.org)**