

HUBBARD UNITED METHODIST CHURCH Custodial Job Description

Position: Custodian

Hours: Part-time/variable schedule (preferably Monday and Friday)

Reports to: Pastor

MISSION: The custodial work of the Hubbard United Methodist Church is a ministry. The nature of the church as a community for healing mind, body, and spirit is enhanced by the presentation of the physical facility and the surrounding grounds.

POSITION OVERVIEW: The custodian identifies & sees through to completion the cleaning tasks inside the church building. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises.

QUALIFICATIONS:

The ideal employee has been experienced in a custodial role focused on building upkeep. Having a physical endurance to cover a large space, a keen eye for detail and diligence are imperative in this position.

Qualifications / Skills:

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and various cleaning solutions
- Background in handling, mixing, and use of cleaning chemicals
- Knowledge of occupational hazards safety rules
- Good Communication skills
- Ability to lift heavy objects, asking for help when needed

TASKS

- Clean, with appropriate materials and equipment:

- Sanctuary – Vacuum floors at least weekly and pews as needed. Straighten hymnals and discard any bulletins or other papers, etc.
- Altar area: Vacuum at least weekly and dust as needed.
- Sacristy: Vacuum floors, clean sink and other areas as needed
- Fellowship Hall: Vacuum floors, moving each chair. Brush debris off chairs and vacuum as needed. Replace all tables and chairs. Wipe off any tables that have not been cleaned since use. Dust windowsills as needed. Clean windows/doors as needed.
- Kitchen: Remove trash. Move dish carts and stainless tables out of kitchen. Sweep and scrub kitchen floor weekly. Scrub floor with buffer and wax once or twice per year (as needed). This works better if you have a second person assisting. Check to be sure all counters and sinks have been left clean. Check to be sure dishwasher has been left clean and drained and dishwasher and booster heater are off. Check to be sure that there are enough dishwasher products for the next week.
- Restrooms: Clean sinks, toilets and urinals. Wipe down grab bars, etc. Restock all paper products/soap. Dust as necessary. Check to be sure that all counters are wiped, cleaned and sanitized. Empty trash. Scrub floors.
- Gathering area and entries: Vacuum at least weekly. Clean all glass doors weekly or as often as needed.
- Wesley Room/Youth Room: Vacuum at least weekly. Remove trash. Dust as needed.
- Office: Remove trash/recyclables. Vacuum. Other cleaning as requested.
- Throughout the building: Refill sanitizer stations as needed.