

Custodian Job Description

First United Methodist Church
Burlington, Iowa

Objective To care for the physical condition and cleanliness of our facilities and grounds located in downtown Burlington.

Desired Personal Profile

- Strong moral and ethical character and a strong personal faith in Jesus Christ
- Willing to support the Pastors as they lead in growing the ministries of the church
- Team player
- Adequate physical condition to do the work required. (Likely will need to lift up to 50 lbs, be able to run floor cleaning equipment, climb step ladders when needed, etc.)
- A general knowledge of cleaning techniques, including stain removal strategies, is helpful. (These could be learned in course of the job.)

Position Type Part Time 10 hours per week

Accountability Reports directly to the Lead Pastor.

Education

Primary Areas to Clean

- Bathrooms in Church and Loft
- Mopping of Loft

Responsibilities:

- Regularly clean the facilities paying primary attention to conditions of the floors, restrooms, and furniture—mopping, dusting, vacuuming, washing as situations require. (It is expected that our custodians will view our facilities as an outsider/guest would, being proactive in preparing our facilities to be presented in its best condition possible.) A cleaning schedule will be provided to assist time management.
- Empty trash cans regularly, taking the trash to the bins where it will be picked up by our trash service.
- Be familiar with the locations of the mechanical systems, including electrical breaker boards, thermostats, and other control systems that could need attention.
- When an item needs to be replaced or repaired to the administrative assistant/pastor who will notify Trustees of the issue.
- Assist in preparing room arrangements and conditions for our members and guests who may have reserved our facilities for their functions. (funerals, special meetings, weddings if you are the scheduled leader)
- Maintain the outside areas of our facilities, to include light snow removal and regular sweeping of the sidewalks and entryways. (Heavy snow removal will be contracted out.)
- Other duties as may be negotiated with leadership and staff.

