

## Sebastian United Methodist Church Custodian – Job Description (2021)

### I ACCOUNTABILITY

The custodian is accountable to the Pastor as a direct report. Custodian also collaborates with the Trustee Chair for planning purposes.

### II RESPONSIBILITIES

To carry out the job duties within the framework of the policies of Sebastian United Methodist Church. To maintain church facilities and property. Willingness to have flex-schedule for special events (i.e. set-up and clean-up). To possess the ability to lift up to 50 lbs., climb ladders, bend, twist and turn routinely.

### III PRINCIPLE DUTIES

- A. Office: Clean/sanitize bathroom (sink, toilets, mirrors) and empty trash daily; dust, vacuum and mop bathroom weekly before 9 a.m.
- B. Thrift Shop: Every day - clean/sanitize bathroom (sink, toilets, mirrors, floors), vacuum/sweep floors, and empty trash, before 9 a.m. Tuesdays and Fridays mop all painted floors (except garage area), all before 9 a.m.
- C. Three Exterior Bathrooms: Daily - clean/sanitize (sink, toilets, mirrors) and empty trash. Weekly - mop on Friday so ready for Sunday worship.
- D. Nursery: Check weekly, clean as needed.
- E. Sunday School Rooms: Daily – empty trash, wipe tables, and straighten rooms. Weekly – vacuum carpets.
- F. Sanctuary: Weekly – vacuum rugs, sweep narthex, clean glass doors and glass on altar, empty trash, dust (piano, sound-booth, organ, pews, window sills). Clean paddle-fan as needed.
- G. Fellowship Hall: Daily - clean/sanitize bathroom (sink, toilets, mirrors, floors), empty trash, sweep floors. ***Weekly – Beginning March 2020 mopping Fellowship floors must be done on Tuesdays to accommodate Soul Café Lunch on Mondays***, wipe counters, dust window sills. Take recycle to street on pick-up days.
- H. Outside: Weekly – sweep steps and sidewalks in front of office, church buildings, and Thrift Shop sweep window sills and corners. Remove litter on property. Sweep drive-thru as needed.
- I. Other Duties: **Check calendar daily** (with office manager) for event schedule. Change light bulbs, remove candle wax from rugs and pews as needed. Set up/clean-up for special church sponsored events, including Music Camps. If a building use fee is paid that includes cleaning, the custodian receives that portion of the fees.
- J. Music Camp Weeks: Coordinate with Music Minister for dates of the 3 summer Music Camps. Shorter hours Mon – Fri to allow for Saturday afternoon mopping Fellowship Hall & Kitchen plus cleaning all bathrooms, in preparation for Sunday Music Camp kids Presentation.
- K. Other related duties as assigned.

**Custodian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_