

JOB DESCRIPTION: CUSTODIAN

St. Paul United Methodist Church
220 West Main Street
Christiansburg, VA 24073

The church custodian is responsible for the appearance, cleanliness and hygiene of the church facilities. Specific responsibilities are:

Teamwork: Establishes and maintains respectful, cooperative and productive work relationships with co-workers and other members of the church community.

Sanctuary, Balcony and Foyers: Vacuum carpet, sweep steps and foyer areas, dust and tidy these areas before Sunday services and any other services held during the week. High-traffic foyer at side entrance may require additional sweeping during the week.

Restrooms: A check of the bathrooms should be done daily, especially in areas of the church that are used on a daily basis. Supplies should be kept in the bathrooms at all times. Toilets, urinals, wash basins must be cleaned once a week in low traffic areas and daily in high traffic areas such as the offices and preschool areas. Bathroom floors must be wet mopped weekly or as needed in frequently used bathrooms. As needed, trash should be emptied and mirrors cleaned.

Office Areas: Vacuum weekly or as requested by pastor. Secretary's office and hallway should be dust mopped daily. The side entrance and office area should receive daily attention since this is the area of the church most frequently used. Attention to this area at the beginning of each day is advisable.

Preschool Area: Dust mop daily. Wet mop as needed or as requested by preschool workers. Empty trash daily. Clean tables daily.

Sunday School Classrooms: All classrooms should be mopped or vacuumed weekly. Tables and chairs should be tidied and wiped as needed.

Kitchen and Fellowship Hall: Floors should be dust mopped and wet mopped as often as necessary to keep the floor free of trash and food spills. Church groups using the fellowship hall may request the custodial staff to set up and take down tables and chairs. A 24 hour notice should be given to the staff regarding this matter. The church secretary will assist with notifying the custodian of any such requests. Special use of the kitchen and fellowship hall by non-church groups shall be arranged through the staff and/or property committee and the custodian shall be paid extra for these services.

Annex (Activity Building): The building shall be dust mopped weekly or after being used by a group. Bathroom shall be cleaned after each use by a group. Kitchen shall be kept clean, removing any food items left out on counters.

Sidewalks and Parking Areas: Sidewalks should be swept as needed to keep them

free of grass and debris. Parking areas should be kept free of trash.

The Custodian is accountable to the Facilities Manager, Senior Pastor and Staff/Parish Committee. Position is reviewed after three months of employment and annually thereafter by the Staff/Parish Committee.

The custodian position is for 28 hours weekly at the rate of \$10.00 per hour.

Applications for this position are available at the church office or on the church's website www.stpaulvaumc.org and should be returned to the church office by mail or by hand.