

The Wesley United Methodist Church
List of Responsibilities

POSITION: CUSTODIAN

WESLEY UMC'S MISSION STATEMENT: "To live, grow and serve in Christ"

There is no written job description for this position. This is a list of the current duties carried out by this position.

List of tasks to accomplish:

1. Maintain a clean, welcoming environment in the Wesley UM Church building
 - a. Sweep carpets at least weekly
 - b. Mop and wax floors as needed
 - c. Sweep hard surface floors at least weekly
 - d. Clean restrooms thoroughly and restock after each event throughout the week
 - e. Dust surfaces
 - f. Clean windows on doors at least weekly
 - g. Empty trash in offices and classrooms at least weekly
 - h. Empty trash in kitchen, fellowship hall and nursery after each event throughout the week
 - i. Ensure that room thermostats are adjusted as needed
 - j. Tidy the Sanctuary and Chapel; checking pew seats and book racks for trash and replace books in racks
2. Perform necessary maintenance functions or contact Trustees or qualified professional
 - a. Monitor roof leaks & clean roof drains
 - b. Change light bulbs
 - c. Reset clocks and change batteries as needed
 - d. Do minor repairs as needed and/or able
 - e. Clean outside stairway to basement
3. Security functions
 - a. Arrive early and unlock necessary doors
 - b. Turn on appropriate lights
 - c. Lock doors at end of events or end of day as appropriate
 - d. Notice who is in the building and report anyone out of place to the office
 - e. Report any unlocked doors or windows left open to the office
4. Outdoor care
 - a. Remove snow from entrances during daytime on weekdays
 - b. Check sidewalks for ice and salt as needed throughout weekday working hours
 - c. Restock salt supply and ensure snow shovels are positioned at doors
 - d. Pick up trash scattered on lawn
5. Room setup and hospitality
 - a. Set up rooms for church groups, community groups or special events as requested
 - b. Adapt set up as requested by groups on-site with grace and understanding
 - c. Adjust room thermostats so that the room's temperature is comfortable for the beginning of the event
 - d. Be on-site for certain community-sponsored events are scheduled or required by building use policy

6. Weddings

- a. Clean prior to and following weddings
- b. Be on-site during weddings in case of needs
- c. Change paraments in Sanctuary prior to and after weddings
- d. Secure the building after weddings
- e. Coordinate with pastor and wedding assistants any other needs

7. Funerals

- a. Clean prior to and following funerals
- b. Change paraments in Sanctuary prior to and after funerals
- c. When visitation occurs in Narthex, remove other furnishings from the space
- d. Set up Sanctuary and Narthex as needed for the service
- e. Coordinate with pastor, funeral dinner team and funeral director any other needs
- f. If a meal is served in Fellowship Hall, clean and set before and clean and reset after the funeral dinner, including removing trash from Fellowship Hall and Kitchen

8. Participate in office staff meetings as scheduled

9. Maintain a clean, organized custodial office, basement, garage and storage area in shed

10. Perform other duties as needed or assigned by Pastor, Board, and Board Designee.

STATUS: Part-time (regularly scheduled 20-24 hours); supplemental pay for weddings, special community-sponsored events per the building use policy.