

Maplewood United Methodist Church
Job Description - Custodian

Job Title: Custodian

Mission of Maplewood UMC: Maplewood United Methodist Church creates spaces where people can have authentic encounters with Christ, discover their spiritual gifts, and use them for God's glory.

How this position helps achieve this mission: The Custodian ensures the church building is a space where people are able to have authentic encounters with Christ. They keep the facilities clean, welcoming, and safe for worship, ministry, and community use.

Leadership structure: The custodian reports to the pastor.

Work Schedule: 5 hours per week as determined by the pastor / PPRC

Key Outcomes & Responsibilities

1. The building is clean and tidy.

- **Outcome:** The rooms of the church building (including Sanctuary, Fellowship Hall, Kitchen, Memorial Hall, Offices, Conference Room, all bathrooms, and all classrooms) are consistently clean, organized, and ready for use.
 - Ensure that each space in the building is cleaned regularly, in a scheduled rotation.
 - Dispose of any trash (especially food) and recycling at least bi-weekly.
 - Report maintenance issues to the Pastor and/or the Chair of the Trustees.

2. Cleaning supplies are stocked.

- **Outcome:** There are sufficient supplies on hand to meet the needs of the congregation.
 - Keep the custodian closet supplies inventoried and available.
 - Keep all cleaning products, paper products, soap, vacuum cleaners, brooms, rags, etc. easily located and accessible for use.
 - Notify the Administrative Coordinator in a timely manner when supplies are needed.

Performance expectations:

- Self-motivated, reliable, and able to work independently.
- Commitment to maintaining a clean, safe, and respectful environment in a place of worship.
- Respect for sacred space and church community
- Attention to detail
- Dependability

Education and Experience:

- Prior custodial or facility maintenance experience preferred.

Employee Signature and Date: _____

Supervisor Signature and Date: _____