

**JOHN WESLEY UNITED METHODIST CHURCH
HAGERSTOWN, MARYLAND**

**CHURCH CUSTODIAN/CARETAKER
(Part-Time)**

JOB DESCRIPTION

OBJECTIVE:

To keep our building(s) and grounds clean, tidy and running smoothly so that the public image for our staff, congregation, and visitors is a welcoming and cheerful one.

The housekeeping aspect of a church custodian's responsibilities affects the public's and potential new members' impression of our organization.

The Custodian is responsible for the appearance, cleanliness and maintenance of the building(s) and grounds.

PART-TIME: Approximately 12 -15 hours per week

Pay: Hourly, starting at \$12.00 depending on experience.

QUALIFICATIONS:

- Possess a high school diploma or GED certificate
- General custodial experience: Basic skills for replacing faucets, handling minor repairs, changing light bulbs, etc. Comfortable using step ladders.
- Have the ability to understand and carry out instructions
- Conduct and present oneself in a manner fitting a church staff member
- Be flexible in availability to accommodate the schedule of church activities
- Able to work independently
- Knowledge of heating, plumbing and electrical systems helpful
- Can be approved under the Safe Sanctuary Policy to work around children.

HOURS: (to be adjusted as needed)

Tuesday: 8 am - 12 noon =4hrs.

Thursday: 8 am - 12 noon =4hrs.

Sunday: 8 am - 1:00 pm OR 7:30 am - 12:30 pm = 5 hrs.

RESPONSIBILITIES:

1. Keep the church facility clean, attractive, and well maintained inside and out, ensuring that it is presentable and safe.
2. Prepare the Sanctuary and other rooms for worship services and church events. This includes unlocking the building, turning on lights, and adjusting the HVAC temperature, etc. After the service, remove flowers from the altar, reset the HVAC temperature, and check the building for lights, running water, or other items of urgency before leaving the building. (Heat on 62 during the week, 72 on Sunday; A/C on 80 during the week, 75 on Sunday)
3. Minor maintenance such as replacing of light bulbs, stocking and cleaning bathrooms and kitchen, emptying trash, etc. shall be done on an "as needed" basis. Notify the church office promptly if professional contractor service is required for more extensive repairs.
4. Assist with inventory control by reporting supplies when needed.
5. Change hymn board numbers in Sanctuary weekly. Change lettering on sign board in front of the church, when needed. Also change out church banner accordingly.
6. Coordinate custodial duties such as vacuuming, dusting, cleaning, with scheduled cleaning company. (Who clean high use areas only). The church has a contract for pest control treatment monthly.
7. Flush the boiler weekly during the heating season. Fill organ humidifier several times a week. (Especially during heating season) Empty any dehumidifiers in the building.
8. Routine check for leaking faucets or toilets, malfunctioning equipment, steam pipe leaks, etc. and report to the church office if professional contract services are required.
9. Take on miscellaneous repair projects, such as caulking or repainting, etc. as schedule allows.
10. Be willing to meet with plumber, HVAC tech, elevator inspector, electrician,

roofer etc. if needed.

11. Assist in setting up tables and chairs for church events if needed.
12. The grounds are to be maintained to ensure a tidy and safe exterior. Trash needs to be picked up and weed control on sidewalk areas. Window wells on north side of education wing need to be kept clear of trash for proper water drainage. The church has a contract to do weed spraying on the north side of the Education wing. The courtyard garden outside the Social Hall is currently being maintained by the "Glory Bees" committee along with assistance from It's A Blessing To Be A Blessing. The church has a snow removal contractor for removing snow within the acceptable time after a snowfall and applying treatment to the parking lot and sidewalk areas.
13. Be flexible in availability to accommodate church celebrations such as Advent & Christmas, Lent, Holy Week & Easter, all of which may include additional hours.

SPECIAL NOTES:

It will be necessary to be familiar with the church calendar/events
(coordinate with church secretary)

Note that the Rowe Hall building behind the church and the former office building, 131 N. Potomac Street are also properties of John Wesley UMC. The boiler room is located in the one side of the basement of Rowe Hall. Tenants will be responsible for general inside cleaning of those buildings.

Seasonal cleaning, such as stripping and waxing the floors will be considered for an additional fee.

Additional hours could be offered for wedding or funeral, etc. if requested by the party holding the event.

Above description may not be all inclusive and duties may be adjusted or added to accordingly, as determined necessary.