

First United Methodist Church

Downtown Lancaster at Duke and Walnut

Our Vision is to be a central hub of Christian ministry in Lancaster County and Beyond

Our Mission is to connect people to Jesus Christ and the church, to grow Christian disciples, and to relieve suffering.

We are a Christian community which invites all persons into fellowship, nurtures their relationship with Jesus Christ, and equips them to reach out as ministers to each other, the community, and the world.

The staff members of First United Methodist Church of Lancaster (FUMC), therefore, are persons in ministry. Each member of the staff is a part of the team, and each position description describes tasks which enable the whole congregation to be faithful to God.

TITLE: Morning Custodian

Benefit Status: Non-exempt, Casual

Hours: 6:00 a.m. – 9:00 a.m., Monday to Friday

Reports to: Facilities Manager

Approved: August 20, 2025

Overall Responsibility

The Morning Custodian maintains a safe and attractive facility (exterior, entryways and Discovery Corner Academy arrival and departures).

Specific Responsibilities

The Morning Custodian will be responsible for:

- Opening doors for Anchor Lancaster
- Monitoring doors
- Monitoring entrances to ensure they are clear, safe and ready for the day
- Unlocking doors for meetings as needed
- Maintaining sidewalks, clearing trash, leaves and snow as needed daily
- Assist with light custodial/maintenance duties as time permits
- Communicates with Facilities Manager need for snow removal company
- Other duties as assigned

Requirements

- Available to work Monday through Friday between the hours of 6:00 a.m. to 9:00 a.m.
- High School diploma or equivalent
- Bilingual (English/Spanish) preferred, not required
- Ability to read and interpret directions in English
- Minimum of two years of commercial cleaning or security experience, preferred not required
- Ability to work independently
- Ability to stand, walk, sit, stoop, kneel, possess hand-eye coordination and arm/hand/finger dexterity
- Ability to transfer weight up to 50 pounds as needed
- Ability to use a variety of handheld tools, shovels, rakes, brooms and power equipment such as leaf blower as needed
- Ability to work outside occasionally in extreme heat or cold and during periods of inclement weather
- Ability to support the Mission and Vision of FUMC
- Effective communication skills including careful listening and thoughtful responses
- Positive attitude that includes respect, friendliness, and willingness to follow Supervisors directions, and other staff requests
- Strong composition of many of the following spiritual gifts: Teamwork and Service
- Adherence to and communication of First United Methodist Personnel Policies and any others specific to their area of responsibility

Working Conditions

- **Benefits:** Provided in accordance with Eastern Pennsylvania Conference (elected) if applicable, First United Methodist Church Personnel Policy
- **Hours:** 15 hours per week/ M-F 6:00 a.m. to 9:00 a.m.
- **Background Clearances:** Ability to obtain and renew clearances as listed:
- Pennsylvania State Police Criminal History Record Check
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/criminal-background-check.html>
- Pennsylvania Child Abuse History Certification
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance.html>

- Federal Bureau of Investigation (FBI) Criminal History Background Check
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting.html>
- Disclosure Statement upon hire
- **Annual Performance Review:** Facilities Manager

Approved 8/20/2025