

Job Description: Part-Time Custodian, II, Evenings/Weekends  
Painesville United Methodist Church

Accountability:

The position of part-time custodian reports to the Pastor.

Responsibilities:

The part-time custodian is responsible for all janitorial responsibilities associated with events at the church and the general evening security of the building.

Position type: 15-20 hrs/week (see Hours on page 2)

Work Requirements:

This is not intended to be a complete listing, but to indicate the routine and repeating items that need attention.

1. Be responsible for the nightly locking up of all entrances and exits of the entire church building. Ensure all required lighting is on, such as areas near the elevators, and that all fire doors are secured in accordance with fire codes.
2. Set up any special events as requested by the Pastor and provide clean up services after the events. Remove all trash from the building and place it in the dumpster.
3. Maintain the cleanliness of, and provide supplies for all washrooms.
4. Immediately report to the Office Manager or Pastor any major leaks, mechanical system failures or major maintenance problems.
5. Ensure all pathways to the church are cleared during inclement weather for events and Sunday Worship Services.
6. Provide light maintenance as required. Oversee emergency situations with Trustees.

Miscellaneous:

\*The part-time custodian will be given a general weekly work schedule by the Pastor along with any changes, indicating when and where regular cleaning will be performed.

\*The part-time custodian is expected to be able to organize and conduct his/her work without continuing reminders. The schedule for upcoming events will be distributed along with any changes on a weekly basis by the church office.

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Hours:

Monday- Sunday: 9:00- 10:00 PM (7 hours)

Saturday & Sunday: 3-5 hours dependent on schedule of weddings, funerals, events and weather.

Requirements:

- High school diploma preferred but not required
- Must have general cleaning capabilities
- General knowledge of basic tools
- General maintenance knowledge and be able to demonstrate abilities
- Light lifting is required – up to 50 lbs.
- Ability to work self-directed

Hourly Pay Rate:

- Based upon experience

Contact:

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