



## ST. LUKE'S UNITED METHODIST CHURCH

### Position Description

**Job Title:** Custodian  
**Reports To:** Pastor  
**FLSA Status:** Full Time/Non-Exempt  
**Prepared By:** Staff Parish Relations Committee and Trustees  
**Approved Date:** 07/13

#### **PURPOSE OF POSITION**

Under general supervision by the Pastor, performs semi-skilled work required in the routine maintenance of St. Luke's United Methodist Church building including offices, classrooms, hallways, meeting areas and related facilities including grounds, walkways and sidewalks

#### **ESSENTIAL DUTIES OF POSITION**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.*

- Orders/receives supplies and equipment for maintenance and upkeep of church property.
- Cleans offices, classrooms, conference rooms, hallways, stairways, elevator, kitchen, Fellowship Hall, sanctuary, parlor, kitchenette and related areas.
- Mops, sweep, strip, wax, buff and vacuum floors; clean carpeting.
- Washes and clean walls, windows, stairs and handrails.
- Picks up paper, trash and other debris around building and grounds.
- Insures building security, open and lock facilities.
- Mowing of grass on church property.
- Snow and ice removal from church walkways and entrances.
- Weeding and maintenance of landscaping as needed.
- Polishes and dust furniture, wood railings, etc
- Drives vehicle to deliver and pick up various parcels and correspondence, and occasionally operate light equipment.
- Cleans and sanitize restroom facilities, sinks, toilets and floors.
- Makes minor repairs to building and equipment, change light bulbs, adjust thermostats, etc.
- Repairs routine mechanical, electrical, or housekeeping items or contracts out tasks that require extensive experience with the Trustees approval for jobs that are in excess of \$50.00.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Routinely reports safety hazards, malfunctions of equipment or plant facility to Trustee chairperson and provides a monthly Custodian report for the Trustees meeting.
- Conducts oneself in the best interest of the congregation, in accordance with the highest traditions of the church and in support of the St. Luke's United Methodist Church Mission Statement.
- Establishes and maintains effective working relationships with fellow employees, pastors and Trustee and SPR Committee Members.
- Maintains regular and punctual attendance at work.
- Set up wedding equipment.
- Room set up as scheduled (including Fellowship Hall)

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Prior work experience in building cleaning and maintenance and completion of the eighth school grade or any combination of experience and training which provides the required knowledge, skills and abilities.

**MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

**Cognitive Demands, Skills and Abilities**

Good working knowledge of the practices and procedures, supplies and equipment used in cleaning offices, building and related areas in an efficient and economical manner. Good skills in cleaning, waxing and buffing activities which result in a professional condition and appearance of facility. Ability to work alone and without close supervision. Basic knowledge of mechanical Heating, Ventilation and Air Conditioning (HVAC) system operation and maintenance and minor repair. Basic knowledge of electrical, communication and instrument systems maintenance and minor repair.

**Language Ability and Interpersonal Communication**

Requires effective communication skills and the ability to provide effective and courteous assistance to members and guests (external and internal). Requires the ability to speak effectively with fellow employees and members and guests; read in English and directions on cleaning supplies and chemicals; apply common sense understanding to the work process, procedures, programs and services; and to follow verbal and written instructions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, chemicals, outside weather conditions. The noise level in the work environment is usually moderate.

**Special Requirements**

Requires Motor Vehicle Operators License and an acceptable Motor Vehicle Report.

*I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor ( Pastor) any questions I have regarding my duties and responsibilities as described therein.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date

St. Luke's United Methodist Church is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, St. Luke's United Methodist Church will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate Church representatives.