

**Centreville United Methodist Church
Position Description
August 2019**

Position Title: Custodial Team Member
Employment Status: Full-time
Reports to: **Director of Facilities**

Position Overview: To provide assistance to the staff and congregation ensuring that the church facilities and its surrounding areas are safe, clean and well maintained and ready for use when scheduled.

Primary Responsibilities:

Administrative:

1. Work with appropriate staff, officers and leaders in maintaining the church facilities.
2. Assist the **Director of Facilities** in maintaining an appropriate inventory of cleaning materials and restroom supplies.
3. Provide accurate reports of hours worked.

Facilities Management:

1. Maintain the cleanliness of the building interior.
2. Maintain cleanliness of the building's exterior areas, and if needed, work with volunteers to maintain the grounds.
3. **Ensure** the equipment and tools necessary for building cleaning and maintenance are available in working order, and stored neatly.
4. Make minor general repairs.
5. **Ensure** the facilities are prepared for use for all scheduled events.
6. Help **ensure** that Building Systems are well maintained and in good repair by working with service contractors if the **Director of Facilities** is not available.

General:

1. Work with the church staff, through the Director of Office Administration, and the **Director of Facilities** to ensure that rooms are set up correctly for the regularly scheduled events and all special events.
2. Help ensure the safety of all people who use the building, as well as the safety of CUMC property and grounds.
3. Work well with other members of the custodial team.
4. When asked, incorporate community appointed volunteers in the maintenance schedule as well as supervise the quality of their work.

Secondary Responsibilities:

1. Have knowledge of the building systems and site utilities.

Physical Demands:

1. Ability to perform strenuous physical tasks for extended periods of time.
2. Able to lift 50 pounds.
3. Possess the ability to climb ladders and stairs without assistance.

4. Be able to work flexible hours, and if needed respond for emergency assistance at nighttime hours.

Qualifications:

1. Ability to work well with others
2. Self-motivation

Education/Experience:

1. High School Diploma.
2. Have a clean driving record.
3. Experience in commercial janitorial services.
4. Have experience in minor electrical, carpentry, plumbing, and landscaping work.
5. Have experience working with volunteers, co-workers and supervisors.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the church.