

SUMMARY:

Under the supervision of the minister, the custodian helps to support our mission by ensuring that our church building is clean and welcoming to all.

Works as part of a team with other church personnel, the Property Committee, the Minister and the Office Administrator to meet the needs of the congregation and its guests.

ROUTINE DUTIES:

Thoroughly cleans the building weekly, and maintains cleanliness throughout the week as needed for scheduled services, visitors, renters, and other users and events.

- Sweep/vacuum/mop floors.
- Clean/restock restrooms.
- Maintain custodial storage areas, equipment, and supplies.
- Empties trash receptacles and bags trash for proper disposal.
- Locks and secures all offices and the building after cleaning areas.
- Dust/clean window sills and other flat surfaces.
- Be available for staff meetings with Minister on routine basis.

Ongoing Responsibilities:

Set up for worship services, rentals, meetings, and other events, with assistance from and in coordination with other staff and volunteers. Communicate with renters and volunteers about what is needed for set up. Be available to renters if issues come up during their use of the building. Monitor a separate phone mailbox on the UUCM phone line designated for renters needing custodial assistance.

Monitor the condition of the building and advise Property Committee, Minister or Office Administrator of unusual wear or abuse or when repairs, building maintenance or off-schedule major cleaning tasks may be required.

Provide custodial services for non-routine or special events (such as weddings) as scheduled. Follow any special instructions as provided by the Property Committee or Minister.

Recognize the importance of workplace safety and earth friendly environmental practices. Ensure proper care in the use and regular maintenance of equipment, safe use of cleaning supplies and proper disposal of materials.

MINIMUM JOB REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

May be subject to background check in accordance with UUCM Safe Church Policy.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal instructions.
- Ability to use hand and power tools applicable to trade.
- Ability to operate and maintain vacuum cleaner and other related equipment.
- Ability to lift and manipulate heavy objects.
- Ability to safely use cleaning equipment and supplies.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.
- Work environment may involve limited exposure to hazards or physical risks.

TERMS OF EMPLOYMENT

Rate of compensation and available hours are determined annually as part of the general church budget and are subject to approval of the congregation at the annual church meeting.

Compensation: Compensation is hourly and is paid every 2 weeks based on hours worked. Employee is required to submit a weekly time card of all hours worked from which required federal withholding will be deducted. Compensation is reviewed annually, at the beginning of each church fiscal year after a minimum of six months of employment. Compensation for non-routine custodial services for special events shall be equal to one and one-half times the normal hourly compensation.

Schedule: 8 hours/week for 43 weeks during the regular church year (September-June), and 6 hours/week for 9 weeks during the summer. Up to 2 weeks vacation/time off (uncompensated) during the calendar year, with 2 week notice.

Annual review of job description and terms of employment.

(Custodian)

_____ (Date) _____

(Minister)

_____ (Date) _____