SUMMARY:

Responsible for the appearance, cleanliness and maintenance of the Church building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleaning the Church weekly, including the Welcome Center, Fellowship Hall and Classrooms and have it ready for Sunday worship: dust, mop, sweep and vacuum, clean restrooms, kitchen and windows throughout the building, includes the choir loft and chancel area as well as the interior and exterior glass doors. Floor cleaning includes moving portable furniture to sweep and mop.

- Cleaning the preschool building as defined by Preschool Policy including daily mopping floors, cleaning the bathrooms, cleaning the enrichment rooms, handling light janitorial services such as changing light bulbs, clocks, smoke detector batteries/AC filters, and minor repairs as needed. Lawn care services in the Courtyard as needed. Preschool work would be scheduled in the early morning.

- Waste baskets are to be emptied and set out for the trash hauler. The recyclables should also be set out. Replace plastic liners in wastebaskets as needed. Wash garbage containers as needed.

- Set up for and clean up after meetings during the week as needed including set up and tear down of tables and chairs. The custodian should check the calendar in the office for meeting schedules.

- Restrooms should be supplied with toilet paper, soap and paper towels as needed.

- Changing light bulbs, clocks, smoke detector batteries/AC filters and minor repairs as necessary in Church.

- Keep the office secretary informed of needed custodial supplies.

- Keeps all paper and plastic products replenished.

- Maintain Church grounds for trash.

- Water flowerpots (both inside and outside) and flowerbeds as needed.

- Advise the Pastor and the Trustees of any building repair or maintenance needs.

- Large annual clean-up tasks should be directed to the Trustees for a Church-wide clean-up day.

- Funerals - clean the Church before and after funerals. Setup at the Church will be directed by the Pastor.
• Weddings - The bride and groom or representative will furnish the custodian with a work order as to how the Church should be set up for their wedding. Church is to be cleaned before and after the wedding. The custodian will be paid by the family according to the wedding policy.

• Deep cleaning of the Church should be done each month on a rotating basis (windows, dusting, cobwebs, corners, stain removal).

• Replace ceiling tiles as needed and directed.

• Vacuum the pews.

• Pews cleaned and polished annually. Doors oiled twice per year.

• Sweep outside mats and sidewalks.

• Dust air return vents.

• Other duties as assigned.

JOB SKILLS MINIMUM REQUIREMENTS:

• Good organizational and planning skills.

• Regular timely attendance during stated or negotiated hours.

• Ability to lift a minimum of 40 pounds and to have complete mobility in building and ground activities

OTHER REQUIREMENTS:

• Teamwork and Communication
  o To work collaboratively and communicate frequently with the pastor and appropriate worship teams.
  o Be a team player in the ministry of the Church.
  o To keep lines of communication open and bring concerns directly to the head pastor or the SPRC. (Staff Parish Relations Committee).
  o To meet at least once per year with SPRC.

• Interpersonal Skills – Engages with others in a positive way.

• Take Ministry Safe training before beginning employment (Training will be updated every two (2) years). Background check is required and will be updated every two (2) years.


• Yearly Appraisals will be done by SPRC as defined by the Book of Disciplines, 258.2 (g)(5).

• Vacation and Sick Time as defined by the First United Methodist Church of Crowley, Human Resource Handbook, Employees Benefit Programs, Section 300.

REPORTING STRUCTURE AND TEAM
Pastor serves as direct staff supervisor based on the Book of Disciplines, 340 (c)3.b. in consultation with SPRC.

**DECISION MAKING:**

Decisions must constantly be made to ensure quality, productivity and teamwork in operational processes while ensuring the best interest of the Church is met.

**CONTACTS:**

Interacts with pastor, staff, preschool, congregation and community.