



First United Methodist Church

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Web Site: www.siouxcityfirst.com

Job Opening: Quarter-time (Approximately 10 hours-per-week) Church Custodian

In this Position: This person must have the ability for successful fulfillment of assigned duties and responsibilities. The ability to read basic operating instructions and write any necessary reports, and be able to lift and operate all normally used equipment for maintenance and cleaning in the Building Services Field.

Specific Tasks and Duties:

- To maintain the appearance of the church building and premises in a neat and clean manner at all times.
- Sweep and/or mop hallways as needed.
- Maintain paper products in restrooms and areas.
- Clean and disinfect drinking fountains as needed.
- Maintain all floors in a clean and attractive condition and in a good state of preservation.
- Move tables, furniture, desks, chairs or other equipment within the building as needed for various activities.
- Comply with all policies, procedures and laws for storage and disposal of supplies and waste.
- Make emergency repairs, and report needed repairs that require other professional maintenance, to the Pastor.
- Remove trash and garbage both inside and outside the building as needed.
- Check to see that all doors and windows are secured and lights are turned off, except those for security and used during regular business hours.
- To check all heating, ventilating and air conditioning systems to provide temperatures appropriate to the season and according to the energy conservation standards to insure economical usage of fuel, electricity and water.
- Application of salt or sand to sidewalks as required by the weather conditions with possibly some snow shoveling, (we hire out the sidewalks and parking lot snow removal).
- Test and change batteries in hallway smoke detectors as well as replacing batteries and/or lights in emergency lights.
- Check lighting fixtures in each room and hallways and replace bulbs as needed.
- Pickup and organize church sanctuary each week to prepare for worship services.
- Mowing of church property lawn with the church furnishing the lawn mower and gas.
- Report all vandalism immediately to the church office or Pastor.
- Order and receive custodial supplies as needed and approved.
- Able to lift loads of up to and including 45 pounds (46 pounds or more, ask for assistance in lifting)
- Be available for any emergency calls in case of fire, flood, storms, vandalism or any other major emergency, upon call by the Pastor.

Hours per week: Approx. 10 hours-a-week flexible schedule with a 3 month probationary period.

Pay: Hourly pay depends on experience, with beginning pay at \$13-\$15/hour.

Reports to: The Senior Pastor and the Staff-Parish Relations Committee

Applications are available in the church office or online on our website at (www.siouxcityfirst.com).
Position is open until filled and will begin as soon as possible.