

JOB DESCRIPTION – CHURCH CUSTODIAN

Revised 8-16-2018

Middleburg United Methodist Church

Description:

Job Title	Church Custodian (Paid)
Supervisor	Pastor, Trustees, and SPRC
Church Membership	Not Required
Payment	Hours logged daily with time sheet turned into Secretary each month within five days after the end of the month.
Spiritual Gifts	Compassion, encouragement, administration
Talents/Abilities	Attention to detail.
Time Commitment	Up 5 hours per week. Special events as needed.
Duration of Commitment	Minimum of one year.

Duties and Responsibilities:

- Pray for God's church. Conduct your tasks in a Christian manner at all times.
- Weekly Responsibilities to include the following:
 - Vacuum all carpeted floors.
 - Check and clean pew seats in the sanctuary.
 - Dust and polish as needed in the sanctuary and foyer.
 - Empty all trash cans.
 - Sweep outside walk as needed.
 - Clean and mop restrooms.
 - Clean front entrance windows.
 - Clean and mop the front entrance and fellowship hall as needed.
 - Clean classrooms and tables as needed.
 - Clean kitchen as needed.
 - Remove cobwebs throughout the building.
 - Clean up after special meetings such as Girl Scouts.
- Report to church secretary as supplies are needed or purchase and be reimbursed.
- Be available to clean church before and after special events as needed. If not available for an event, work to ensure a replacement is in place.
- Compensation: \$12.00 per hour

REVIEWED Date: 8-20-2020

Committee SPRC; Carolyn Christman; Pastor