

Part-Time Custodian

Staff Ministry Description, First United Methodist Church – Van Wert, OH

Position: Part-Time Custodian

Supervisor: Building Superintendent

Hours: up to 25 hours per week, as per published schedule

General Requirements:

- All FUMC staff are part of the total Ministry Team and, as such, must have a personal relationship with Jesus Christ, a call to serve Him in the area of their position, and the ability to clearly articulate both.
- *Where applicable*, all FUMC staff are hired not only to fulfill a specific ministry function but also to expand the number of disciples through mobilizing and equipping others who have a related call to ministry.
- All staff must demonstrate, in the practice of their ministry, support for and ownership of FUMC's Core Beliefs, Core Values, and Ministry Purpose.
- All staff of FUMC must demonstrate in their ministry the qualities of Godly Christian servants as outlined in Titus 1:7-9.

"Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy, and disciplined. He must hold firmly to the trustworthy message as it has been taught so that he can encourage others by sound doctrine and refute those who oppose it."

Purpose:

The church's Custodian is responsible for keeping the church building and grounds clean and well-maintained.

Responsibilities:

- Responsible for the general care and cleaning of the property.
- Responsible for general maintenance and repair.
- Responsible for routine maintenance at the parsonage, at request of the Pastor.
- Request janitorial supplies through the Business Manager.
- Manage operation of the boiler system.
- Responsible for making sure the church building doors are opened, Monday through Friday.
- Responsible for ensuring the cleanliness, hygiene, and sanitation of the building restrooms.
- Report needed repairs, etc. to the Building Superintendent.
- Clean up after weddings and funerals or make arrangements for substitute.
- Keep outside grounds clean and free of weeds and litter.
- Keep sidewalks clean of litter, leaves, and snow.
- Provide assistance to groups using the church building, if requested, and if time allows.
- Attend weekly FUMC staff meetings.
- Wages are paid every other week.
- Absences need to be scheduled with the Office Manager. If the Office Manager is unavailable, please notify the Building Superintendent.
- Responsible for any other tasks requested by the Building Superintendent.