



## IMMEDIATE OPENING FOR DAYTIME CUSTODIAN

First United Methodist Church, Gastonia, NC, is seeking an experienced custodian to start immediately. The position is full time and provides a generous benefits package including: fully-paid health and dental insurance, disability insurance, retirement plan with matching, life insurance, and paid PTO. Job Description and duties are listed below.

*If interested, email resume/work history to [ddavis@fumcgastonia.org](mailto:ddavis@fumcgastonia.org)*

<b>Job title</b>	<b>Custodian -- Full-time</b>
<b>Reports to</b>	Facilities Supervisor

### Job Summary/Purpose

Maintain all church facilities in a clean, safe, and comfortable condition for members, guests, and staff. Provide room setups according to need. Open and close facilities per schedule and provide security outside normal church hours. Perform minor repairs as directed. Provide assistance to members and staff as required.

### Duties and responsibilities

#### Cleaning

- Sweep, vacuum, or mop floors per schedule
- Clean and sanitize all bathrooms daily
- Empty all trash cans daily
- Perform other cleaning tasks on as needed basis

#### Room Setups

- Setup and tear down meeting rooms as required
- Move furniture and equipment to accommodate various activities



### **Security**

- Open and close buildings as required by the activity schedule
- Provide security for activities occurring outside normal operating hours
- Respond to alarms as necessary

### **Maintenance**

- Keep custodial equipment in good working order
- Re-order supplies as needed
- Perform minor building repairs as directed
- Ensure church vehicles are in good working order and full of gas

### **Customer Service**

Assist members and staff in a courteous manner as requested

*Any other tasks or projects assigned which may supplement these duties; and further the mission of the church.*

## **Qualifications**

**Education-** Must have High School Diploma/GED

**Specialized knowledge-** Strong knowledge of facilities operation. Safety awareness and understanding of HAZMAT standards and working with cleaning chemicals. Must be skilled in making minor repairs.

**Skills/Abilities-** Basic mechanical understanding as related to equipment and facilities. Must be comfortable working with diverse personalities.

**Personal Characteristics-** Honest, reliable and courteous with very strong people skills.

**Professional certification-** None required but a willingness to participate in continuing education classes and other seminars is desirable.



**Experience required-** Two to three years custodial experience preferred.

### **Work Environment**

- Work schedule varies with church schedule and activity level.
- Weekend work required.
- Work with cleaning chemicals, must be safety conscious.
- Large client base can present challenges.
- Outdoor work at times.

### **Physical requirements/Essential Functions**

- Work is completed in and around the church, part time (full time) and as needed.
- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be able to lift up to 30 pounds.
- Must be available to work Sundays.
- Must be willing to work weekends, evenings, and holidays as needed for events.
- Must be physically fit and have the ability to lift a minimum of 50 pounds and to have complete mobility in building and grounds activities. Requires lifting, reaching, bending and climbing. Requires moving furniture and equipment, replacing light bulbs and handling a wide variety of cleaning tasks. Requires walking across church campus multiple times daily.