

CUSTODIAN

Northfield United Methodist Church

Mission: We are companions in Christ, called, nurtured and sent for this purpose: to glorify God by acts of Worship, Devotion, Compassion and Justice.

Role(s): To maintain the church property, including the building and grounds, through custodial as well as grounds maintenance so that the property is clean, comfortable and inviting.

To supervise the church facility before and after events including Sunday services, Wednesday evening programming and other special events as scheduled (funerals, weddings etc.)

Hours: 30 hours per week that is a variable schedule

Supervision: Chair of the Trustees or a designee as approved by the Trustees

Primary Responsibilities:

- Open and close the facility as required
- Ensure the facility's doors and windows are secure before departure
- Vacuum and mop hard floors weekly
 - All Hallways, Nursery, 6 Rest Rooms, Copy Room In Office, Sanctuary, Kitchen and Fellowship Hall Tile floor, Kitchenette
- Vacuum carpeted floors regularly
- Spot clean and shampoo carpeted floors as necessary
- Clean, sanitize and restock restrooms; Refill paper products and empty sanitary disposal cans
- Reporting to Church Office Administrative Assistant needed supplies
- Dust and clean furniture
- Empty waste baskets and recyclables
- Empty trash and replace liners as needed in classrooms and empty recycle baskets In Sanctuary
- Clean door and courtyard windows
- Polish Glass in Entry and in classrooms
- Monitor all mechanical systems such as boiler, HVAC, refrigeration, ovens, coffee machine, etc.
- Basic grounds cleanup such as branch removal
- Sidewalk salt spot application as needed

- Weed flower beds and water planters
- Maintain lighting fixture functionality and cleanliness
- Maintain facility clocks
- Provide insect control
- Complete a daily report including notifying supervisor for immediate repair needs