

Custodian

Job Description

Job Title:	Custodian	Hours/Week:	12 hours per week
FLSA:	Non-Exempt - Hourly	Department:	Operations
Incumbent:		Supervisor:	Director of Operations
Revised:	March 22, 2024		

General Function

The Custodian is responsible for helping to keep the facilities of Cornerstone UMC in a clean and orderly condition in support of the ministries and programs of the church. This person follows established protocols and quickly reports any safety hazards they observe. They regularly seek opportunities to improve efficiency and lower expenses.

This person is a non-anxious presence who is comfortable with interruptions and change. They must be a self-starter who is detailed, organized, flexible, consistent, punctual, and solutions oriented. They must have the ability to interact with others in a professional and courteous fashion.

They must be a collaborative team member, who is committed to, and supports, the vision and mission of Cornerstone UMC and its leadership.

Entry Requirements/Qualifications:

- High School diploma or equivalent experience
- Must be able to stand for long periods of time
- Must be able to lift up to 50 lbs. individually, and over 50 lbs. with a two-person lift
- Must be able to push/pull carts weighing up to 100 lbs.
- Must be able to climb, squat, stoop, kneel, crouch, bend, twist, reach, lift, grasp, push and pull on a frequent basis
- Prior custodial or facilities experience is a plus

Primary Duties and Responsibilities:

- Clean flooring using approved tools, methods, and products
- Clean windows and window coverings using approved tools, methods, and products
- Clean walls using approved tools, methods, and products
- Clean surfaces using approved tools, methods, and products
- Clean furniture, fixtures, and other equipment using approved tools, methods, and products
- Clean restrooms using approved tools, methods, and products

- Order and inventory custodial supplies according to approved procedures
- Collect and transport trash, recycling, and debris to designated receptacles
- Ensure all cleaning supplies are stored and handled according to safety instructions and protocols
- Assist in moving chairs, tables, boxes, and other items as needed
- Report any items needing maintenance or repair as well as any observed safety hazards
- Ensure all custodial workspaces, carts, and storage areas are organized and clean
- Turn off lights and secure doors in unoccupied spaces

Other

- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Cornerstone UMC staff and volunteers
- Coordinate with stakeholders on systems, procedures, and policies to ensure alignment
- Attend monthly staff meetings
- Other duties as may be assigned by the Director of Operations or Lead Pastor

Skills & Talents

- Must be collaborative, compassionate, diplomatic, and solutions-oriented
- Must be able to work independently as well as in team environments
- Must possess strong time management skills and good organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way

Work Environment

- The custodian is expected to work 12 hours per week. The employee and their supervisor will determine a work schedule that meets the needs of the church and accommodates the preferences of the employee when feasible.
- Cornerstone United Methodist Church is located in O'Fallon, Missouri. It is a multi-generational community of faith where all people are welcome and loved. The more than 200-year-old congregation is in suburban north St. Charles County. More information about the church can be found online at www.csofallon.org.

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Send cover letter and resume to info@cornerstoneumc.org to apply.

No phone calls please.