

New Richmond United Methodist Church
Job Description
Custodian

Reports to: Pastor
Updated and Approved by: Staff Parish Relations Committee (SPRC)
Effective Date: 12/5/2018
FLSA: Non-exempt
Status: Part Time, approx. 10 hours per week, flexible hours.
Pay: \$13.39 per hour
Accepting Applications Through: December 20, 2018

Interested applicants should be willing to provide references upon request and complete a background check. Please e-mail or mail a résumé to:

New Richmond United Methodist Church
209 East Second Street

Mailing Address: PO Box 277
New Richmond, WI 54017
715-246-2464
unitedmc@frontiernet.net

Summary

Keeps church related property (including Faith House when not occupied and garage) in clean and orderly condition by performing the following duties.

Essential Functions (other duties may be assigned)

- Assesses daily cleaning needs and performs the following tasks.
 - Sweeps, mops, scrubs, and vacuums hallways, stairs, office space, bathrooms and all public spaces. Empties trash and garbage containers.
 - Monitors and refills consumable supplies such as paper products, soap, and garbage bags.
 - Appropriately deals with and separates recycling and garbage, recycling as much waste as the city allows.
 - Opens and closes building for funerals, weddings, and special events.
 - Assists with or provides room set-up for meetings and special events.
 - Maintains buildings, performing minor maintenance as needed. Checks and replaces blower filters for furnace and organ.
 - Notifies Trustees and pastor concerning need for major repairs (HVAC and electrical) or additions to lighting, heating, plumbing, and ventilating equipment.
 - Coordinate with Trustees to contract out for snow removal and takes care of any snow/ice removal not covered in snow removal contract.
 - Coordinate with Trustees to contract out for lawn care and takes care of any lawn care not covered in lawn care contract.
 - Meets with individuals or organizations that are using the facility and walks through building and explain procedures to them.
 - Manages and disposes recyclable items.

Qualifications

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Core Competencies

- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Hospitality/Accessibility:** Communicates a sense of availability, warmth, openness and approachability for members and guests alike; supports a culture of welcoming and connection in the life of the congregation.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation toward cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on mission or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.