

Warren First Methodist Church

Job Description

Job Title:	Custodian
Full/Part Time:	Part Time (15 hours/week with additional hours as needed)
Written By:	Ruth Nelson
Approved By:	Trustees
Date Approved:	July 21, 2025

Position Overview

The focus of this position is the basic cleaning of the sanctuary and rooms on the first and basement floors and the security of the building at night. In the sanctuary this includes removal of all papers in the pews, wiping off the pew cushions, dusting the altar rail and pulpit area, dusting of piano, and wiping off the window sills.

In the Parlors and Covert Room this includes basic dusting of furniture, wiping off of counters and window sills, and vacuuming carpet.

In the classrooms this includes wiping off of tables after each preschool class and vacuuming.

Bathroom cleaning on the two floors as needed when full time custodian is unavailable.

Requirements

The person in this position should be of good health and able to bend, stoop, lift, and climb ladders. A working knowledge of cleaning solvents is helpful as well as a working knowledge of the equipment needed to operate the church plant. The person must be able to obtain Act 33 and 34 clearances. The individual will be on the church's emergency call list and is expected to respond if needed.

Working Hours

This position is from 5:00 PM to 8:00 PM Monday through Friday with Friday hours negotiable. This person is responsible to check all doors nightly and to put on the security bars as well as lock the church and turn off the lights.

Other Skills/Abilities

This person needs to be self-motivated and be able to work without direct supervision. This person will also work with the full time custodian for special functions and needs. This person will take direction from the full time custodian and report to the Trustee Committee.

This job description is not intended to be all-inclusive. Other duties and responsibilities may be assigned as identified and deemed appropriate for the position.

PART TIME CUSTODIAL APPLICATION

Name _____

Home Address _____

Phone Number _____

Previous Employers
