

Christ United Methodist Church
350 Saratoga Road Amherst, NY 14226

<u>Position Title:</u>	Custodian
<u>Classification:</u>	Part Time, Non-Exempt, 20-25 hours per week with some flexible scheduling
<u>Purpose:</u>	To support Christ Church's mission and vision to make connections and offer opportunities for faith, love & service.
<u>Accountability:</u>	The position reports to the Trustees
<u>Job Summary:</u>	To perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly, and safe environment for employees and visitors. These duties will be performed either daily or on a rotating schedule as needed (subject to change based on the condition of the building). The manner of cleaning and products must conform to the CUMC enhanced Covid-19 protocols.

Essential Functions:

- CLEANING
 - Clean, disinfect, and supply all bathrooms daily.
 - Clean and disinfect upstairs Kitchen and Café daily.
 - Clean Offices, Wesley Room, Library, Crafts Hall, Family Room, Sky Box, Choir Room, and Youth Hall at least once per week and as needed.
 - Clean Chancel, stairs, entrances, hallways, coat closets, and entrance doors at least once per week and as needed.
 - Clean and disinfect Sanctuary after each use.
 - Clean lower level church classrooms and hallways at least once per month and as needed (rotate weekly so all are addressed within the month).
 - Remove trash from all areas and take to the dumpster. Recycling addressed as needed.
 - Clean west wing windows in the spring and fall, including windowsills, frames, and styles.
 - Other cleaning duties as assigned.

- MAINTENANCE
 - Troubleshoot minor maintenance issues involving electrical, structural, and plumbing, and repair or replace. Ensure church and maintenance equipment is in working order, repair or replace. Replacement or outside repair service needs to be communicated to the Trustees. Follow up as necessary.

- Replace light bulbs as needed.
- Keep outdoor facility walkways and steps clear and clean, including sweeping. Shovel/snow blow and salt walkways, sidewalks, and entrances to church, including emergency exits and parsonage as needed to augment contracted snow removal company.
- Check and monitor the Boiler Room, meters, etc. and drain the compressor weekly.
- Other maintenance duties as assigned.

Other Duties & Responsibilities:

- Coordinate with the Church Office to prepare meeting rooms for scheduled events. Set up and take down tables and chairs as needed to facilitate meeting requests. Return room back to normal condition.
- Cover weddings and funerals at the direction of the Pastor. A stipend will be paid for these services.
- Change signage outside as needed with the direction of the Church Office.
- Inventory and order custodial supplies in a timely manner.
- Install and remove portable air conditioners.
- Other duties as assigned.

Qualifications & Required Experience:

- High School Diploma or equivalent required. Experience may be substituted for education.
- At least one year of previous experience in facilities maintenance or custodial work required.
- Knowledge of a variety of building maintenance procedures and techniques.
- Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of the building.
- Basic plumbing and electrical experience preferred.
- Knowledge of occupational hazards and safety precautions. Skilled in following safety practices and recognizing hazards.
- Ability to stand, bend down, walk, climb, move about physically for a long period of time, and carry up to 50 pounds.
- Must be flexible to work occasional nights and weekends as necessary for special events or building conditions.
- Excellent customer service and interpersonal skills.
- Background check required.