

Custodian

Des Moines United Methodist Church
Part-Time (20 Hours Per Week)

Position Summary

The Custodian is responsible for maintaining a clean, safe, welcoming, and functional church facility for worship services, church programs, community groups, and special events. The Custodian works independently to ensure that all areas of the church property are well maintained and ready for use while supporting the mission and ministry of Des Moines United Methodist Church.

Essential Responsibilities

Facility Cleaning and Maintenance

- Maintain cleanliness and appearance of all church buildings and grounds.
- Clean and sanitize restrooms, kitchens, classrooms, offices, hallways, meeting spaces, sanctuary, and common areas.
- Vacuum carpets, sweep and mop floors, clean windows and glass surfaces, dust furniture, fixtures, and other surfaces.
- Empty trash and recycling containers and transport waste to designated collection areas.
- Monitor and replenish paper products, soap, and other custodial supplies.
- Conduct periodic deep cleaning of facilities as needed.

Event and Room Set-Up

- Prepare rooms and facilities for worship services, church activities, meetings, weddings, memorial services, and community events.
- Arrange and return tables, chairs, and equipment according to event needs.
- Ensure rooms are left in orderly condition following activities and events.

Building Security and Safety

- Open and secure facilities as assigned.
- Lock doors, close windows, and ensure building security when activities conclude.
- Monitor church property for safety concerns and report maintenance issues promptly.
- Assist in maintaining compliance with safety requirements and emergency procedures.

Basic Maintenance

- Replace light bulbs, batteries, and other minor building components.
- Perform routine inspections of church facilities and equipment.
- Report repair needs, building concerns, and supply shortages to the Church Office or designated supervisor.
- Coordinate with outside vendors and contractors when directed.

Inventory and Supply Management

- Monitor custodial supply inventory.
- Recommend and/or order cleaning and maintenance supplies as authorized.
- Maintain an organized custodial storage area.

Special Events and Facility Rentals

Additional custodial services required for special events or facility rentals may be requested. Costs associated with these additional services will be charged to and paid by the renter according to the church's rental policies.

Qualifications

- Ability to work independently with limited supervision.
- Ability to prioritize tasks and adjust to changing facility needs.
- Strong attention to detail and commitment to cleanliness.
- Ability to safely lift, move, and carry up to 50 pounds.
- Ability to use standard cleaning equipment and supplies.
- Previous custodial, janitorial, or facility maintenance experience preferred.
- Commitment to supporting the welcoming ministry of the church.

Work Schedule

- Part-time position averaging 20 hours per week.
- Schedule may vary based on church activities, facility use, and special events.
- Some evening or weekend flexibility may occasionally be required.

Accountability

The Custodian is accountable to the Staff-Parish Relations Committee (SPRC) and/or the Pastor. Day-to-day work assignments, building priorities, scheduling needs, and facility-related responsibilities will be coordinated through the Office Administrator. The Custodian is expected to communicate regularly with the Office Administrator regarding building use, maintenance concerns, supply needs, and completion of assigned tasks.