

Hillsboro First United Methodist Church
Position Description
Custodian

1. Objective

The basic responsibility of the custodian is to assure that the church sanctuary, the church school rooms and fellowship area are clean, neat and orderly prior to their use.

2. Staff Relationship

The church custodian is directly responsible to the Pastor-Parish Relations Committee and the Trustees. Routine communication may be maintained between custodian and the Pastor or Church Secretary.

3. Working Hours

Working hours will be those required to perform the task set forth in the list of duties that follow.

4. Duties

- A. Sweep all entrances to the church building.
- B. Vacuum, dust and clean all classrooms, narthex, sanctuary, choir loft, all hallways, stairways, fellowship hall, kitchen, etc. . . .
- C. Pick up trash from all rooms and arrange for disposal of garbage.
- D. Clean all bathrooms check paper towels, toilet paper, etc. . . .
- E. Watch for and eliminate fire and safety hazards. If action is required, notify the pastor, a representative of the PPR committee or a representative of the Trustees.
- F. Bring to our attention any burned-out light bulbs, any cleaning materials needed, etc. . .
- G. The church will supply keys to the custodian for all rooms that remain locked.
- H. Report to the proper person any repairs needed which are beyond the scope of repair of the custodian.

5. Special Duties

The custodian may be called upon for special duties on the occasion of weddings, receptions, homecomings, showers, etc. . . .In this case the pastor or a representative of the PPR committee or a representative of the Trustees will contact the custodian and review the tasks needed at that time.

6. Salary

The weekly salary will be recommended by the PPR committee and adopted by the Church Council.

7. Performance Appraisal

On at least an annual basis, an evaluation will be taken on the work of the Custodian and the appropriate committee will establish objectives/priorities for work in the coming year.

8. Absences

In case of an emergency or illness, it will be the responsibility of the custodian to notify the appropriate people as soon as possible if an absence is necessary. The church is not obligated to pay for services not rendered during absences. The Treasurer will be notified of an absence.