

Draft #1: 2/15/21
Draft #2: 2/22/21
Approved by SPRC: 2/22/21

Job Title: Custodian

Purpose: to clean the church on a weekly basis on Friday or Saturday to assure readiness for Sunday Services.

Accountable: The Custodian is directly supervised by the Chair of the Board of Trustees, in cooperation with the Pastor. The Custodian is exempt from attending Rush Church staff meetings.

This is a PART TIME position.

Compensation and Benefits:

- The Custodian is considered a “non-exempt employee”
- Compensation is determined by the annual approved budget
- Additional sanitizing ETC will be paid in addition to this fee, said fee (\$50 per event as a minimum) shall be paid by either the user or the church, as approved by a member of the Board of Trustees
- Holidays, Vacation, Sick days, Bereavement leave, and Jury Duty are paid based on the personnel policy of the church
- The Rush United Methodist Church provides statutory benefits including Worker’s Compensation, New York State Unemployment Insurance, and New York State Disability Insurance. No other benefits are provided.

Areas of Responsibility: the entire church with the exception of the area occupied by PromiseLand Childcare, the Super Sale area, and the Carpentry room. Rest rooms require more frequent attention. Maintenance issues will be reported to the Chair of the Board of Trustees.

Responsibilities:

- Clean all rooms
- Confirm all garbage cans are emptied at least weekly and cleaned (washed) as needed
- Sanctuary:
 - Thoroughly vacuum on a weekly basis plus, vacuum areas requiring attention after any events (on an as need be basis)
 - Dust all reachable surfaces on a weekly basis
 - Sanitize all surfaces including door handles ETC after Services
- Narthex and Cafe Area:
 - Thoroughly vacuum on a weekly basis plus, vacuum areas requiring attention after any events (on an as need be basis)

<p>Responsibilities: Quantitative Evaluation -</p> <ol style="list-style-type: none">1. Are all room cleaned and garbage can emptied as directed? Yes / No2. Is the Sanctuary cleaned to satisfaction? Yes / No3. Is the Narthex and Café Area cleaned to satisfaction? Yes / No4. Are bathrooms cleaned to satisfaction? Yes / No5. Is the Fellowship Hall cleaned to satisfaction? Yes / No6. Is the Pastor’s Office cleaned to satisfaction? Yes / No <p>Responsibilities: Qualitative Evaluation -</p> <ol style="list-style-type: none">1. The overall cleanliness of the church building is: Excellent / Very Good / Good / Poor <p>Comments:</p>
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- Dust all reachable surfaces on a weekly basis
- Sanitize all surfaces including door handles ETC after Services
- The main entrance will need to be swept and mopped on occasion depending on the weather and foot traffic
- Make a reasonable effort to keep the runners clean, when necessary alert the Board of Trustees Chair for assistance in a thorough cleaning or replacement of same
- Bathrooms (first floor and lower level):
 - Thoroughly clean on a weekly basis and maintain during the week
 - Maintain supply of paper towels, toilet paper hand soap ETC.
 - Sanitize bathrooms used on a daily basis
- Fellowship Hall:
 - Sanitize after Sunday events (Bible Study)
 - Sweep as needed (generally done by PromiseLand)
 - Dust reachable surfaces on a weekly basis
- Pastor's Office and Main Office:
 - Thoroughly vacuum, sweep and/or mop on a weekly basis
 - Dust and sanitize all surface areas on a weekly basis

When hard surface floors require maintenance and/or mechanical scrubbing and refinishing notify the Board of Trustees for assistance.

Expectations:

- Maintain effective work relationships and boundaries
- Communication with courtesy, respect, and sensitivity
- Complete all training, as required by the state and church

Skills:

- Ability to work independently and to prioritize work
- Excellent time management skills
- Familiarization with the church building and campus

Expectations: Quantitative Evaluation –

1. The Custodian maintains effective work relationships and boundaries: Yes / No
2. The Custodian communicates with courtesy, respect, and sensitivity: Yes / No

Notes:

Evaluation:

- The Chairperson of the Board of Trustees will conduct quarterly reviews
- Objectives and success measures will be annually evaluated by the Chairperson of the Board of Trustees, in cooperation with the Pastor
- Objectives and success measures will correlate with the responsibilities and expectations of this job description
- The Pastor is responsible for the completion of the annual evaluation and will communicate the results to all members of the Staff Parish Relations Committee