

Elm Grove United Methodist Church
125 Kruger Street
Wheeling, WV 26003

JOB DESCRIPTION

Position: Custodian

Supervisor: Pastor, Staff-Parish Relations Committee

Days of Work: Monday through Friday

Hours of Work: 20 hours per week

Position Type/Pay: Salary

Probationary Period: Ninety (90) days

Brief Job Description: The custodian is a very important member of the church staff. A clean, well-cared for facility provides an environment conducive to holy worship, study, and fellowship. This person is to assume responsibility for the oversight of the cleaning, maintenance, and upkeep of the building grounds, and equipment. His/her task is to keep the building clean and well maintained and the grounds always picked up.

Qualifications:

- High School Diploma or equivalent.
- The ability to use machinery, products and tools to clean carpets and windows.
- Skills to make minor repairs.
- The ability to set-up schedules of cleaning/maintenance (weekly, monthly, quarterly, etc)
- The ability to go with the flow at doing whatever is necessary to be helpful to the ministries, programs, events, and activities of the church.
- The ability to work in collaboration with a Christian attitude with staff members and volunteers.
- The ability to set-up and re-set rooms in a short time span
- Ability to lift a minimum of fifty (50) pounds.
- Good physical condition and capable of climbing ladders and multiple flights of stairs.

Essential Duties and Responsibilities:

- Upkeep, order, and cleanliness of all rooms and storerooms.
- Proper storage of all cleaning supplies and equipment
- Policing of grounds, outside stairwells, and parking lots, keeping them free of trash and debris.
- Purchase of cleaning supplies and equipment
- Mowing and maintaining yard and landscaping
- Oversee energy usage management (lights turned off, no running water)
- This person will work in close relationships and coordination with the Administrative Assistant in the usage of the building, for example, set-up and take down needed in each of the rooms, ordering supplies and reporting any repair needs.
- Periodically check that wheelchair and other emergency equipment, i.e., first aid kits (check for missing items), are in their proper place and are operational.

Please submit any inquires or resumes to Pastor Deb Dague at believeyoucan64@gmail.com.