



GRAND BLANC UNITED METHODIST CHURCH

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Position: Church Custodian

Position Purpose:

The mission of Grand Blanc United Methodist Church is to be Friends in Christ, exercising love, hope and grace to enrich all lives. This position supports this mission by ensuring that the church building and physical property care cleaned and maintained in a way that allows for GBUMC's ministries, programs, and operations to thrive, while also providing a space that is safe and hospitable.

Position Overview:

- The Church Custodian is an at-will employee, compensated on an hourly basis and is responsible for regular cleaning of the building's interior spaces, as well as the maintenance of cleaning and custodial supplies. The Custodian will coordinate a cleaning schedule with a Trustee Committee representative and the church's Office Administrator.

Responsibilities:

- Vacuum and mop (wet/dry) floors throughout the building
- Clean and disinfect kitchen and restroom facilities in compliance with Health Department regulations.
- Clean reachable interior windows: office, doors, classrooms, sanctuary, narthex, fellowship hall.
- Dust and clean pews, table-tops, sanctuary furniture, and molding/floorboards

- Maintain the hygiene products and dispensers/holders throughout the building (i.e. soap, paper towel, hand sanitizer, etc.)
- Regularly empty trash containers throughout the building, replace bin liners, and remove all trash from the building (dumpster in parking lot).
- Set up and/or configure tables and chairs throughout the building as needed.
- Provide additional cleanings as needed (i.e. weddings, funerals, etc.)

- Maintain cleaning equipment and supplies, reporting any issues to the church's Office Administrator.
- Requisition cleaning supplies, paper products, etc. through the church office to ensure an adequate and ready supply on hand.
- Be alert to problems in the church building such as leaks, damage, etc. Where possible, make repairs. Otherwise, report the problems to the church's Office Administrator.

Accountability:

- The pastor and the assigned custodian supervisor (Trustee representative) will provide general supervision. Annual performance review and compensation will be the responsibility of the Staff Parish Relations Committee in consultation with the Trustees.

Compensation:

An hourly rate will be negotiated and set by the Staff Parish Relations Committee.

Church Support:

The church will supply all needed supplies and equipment. Hours may be flexible, depending on schedule restraints. A member of the Staff Parish Relations Committee will be assigned as a liaison for support. Time off will be negotiated with supervisor.

Expectations and Qualifications:

- Experience in custodial work in a comparable setting (i.e. school, church, office building, etc.).
- Ability to physically use step ladders and safely lift 25 Lbs.
- Self-motivated and efficient with time and tasks.
- Ability to perform light maintenance is desirable.
- Good communication and interpersonal skills.
- Ability to demonstrate a hospitable and caring disposition that is in keeping with the ministry environment of GBUMC.

For questions or to express interest in the position,
please email pastor@grandblancumc.org.