



Maintenance Custodian Position

Position Purpose: HUMC is looking for an experienced maintenance custodian to keep our facility and associated resources clean, well-maintained, and prepared for use in Christian ministry. The Custodian will work with, and under the leadership of, the Business Manager.

Primary Duties and Responsibilities:

- Review any notes or instructions from the Business Manager
- Inspect all rooms in facility for cleanliness upon arrival and prioritize tasks
- Keep facility flooring clean (e.g., vacuum carpets; remove carpet stains; sweep entrance rugs (interior and exterior); sweep, dry mop and/or wet mop hard floors)
- Clean and sanitize restrooms, including those in the preschool
- Clean and sanitize drinking fountains
- Keep facility work surfaces and furniture clean
- Keep entrance glass and carpet mats clean (interior and exterior)
- Check and replenish paper products in restrooms, coffee house, and kitchen
- Respond to daily needs, such as plumbing issues, spills, setup requests, etc.
- Oversee evening ministry event needs
- Perform facility setup (e.g., chairs and tables) for Sunday services, special services (e.g., Good Friday, Christmas Eve), and other events
- Guide and direct volunteer teams who may assist with set up, tear down, or maintenance of church property, including on volunteer work days
- Remove trash and recycling from all areas daily and dispose of in specified dumpsters
- Clean preschool classrooms, restrooms, and flooring to prepare for preschool activities on Monday through Thursday mornings and for Sunday morning worship activities
- Hospitality Center: Prepare coffee urn prior to Sunday services and special events; discard coffee, wash coffee urn, and clean coffee area in the main lobby after use; replenish supplies as needed
- Check and keep outdoor areas neat (e.g., entrances, patio, maintenance area outside kitchen door); sweep, straighten outdoor furniture, empty smoking urns, etc.)
- Clear ice and snow from entrance areas and/or treat with ice melt, when necessary
- Keep custodial closets organized; notify Business Manager of any supplies that need to be ordered
- Keep supplies in restrooms, kitchen, and coffee house adequately stocked
- Follow manufacturer's instructions regarding the safe and responsible use and disposal of cleaning chemicals and supplies
- Operate and maintain job related equipment (e.g., wet mop machine and floor buffer) safely and in accordance with manufacturer guidelines

- General Maintenance (e.g. replace light bulbs and ballasts; clean light fixtures; clean or replace defective ceiling tiles; clean HVAC vents; replace HVAC filters; repair and paint damaged walls; keep parking lot clean; treat fire ants
- Notify Business Manager of safety concerns, repairs needed for facility operating systems, etc.
- Read and understand the Kitchen Use Guidelines
- Understand and adhere to HUMC Safe Sanctuary Policy.
- At the direction of the Business Manager, provide additional support, as necessary, to the missions, ministries, and activities of the church
- Additional duties as may be assigned
- Commitment to the Mission and Vision of Huntersville United Methodist Church

Facility: Facility includes, but is not limited to, the Worship Center, stage/adjoining areas, classrooms, meeting rooms, offices, workroom, youth lounge, choir and robe rooms, Fellowship Hall, kitchen, Solid Grounds coffee house, restrooms, common areas, exterior spaces, parking lots, etc. Restrooms are located in the education hall, preschool classrooms, Cry Room, two in the pastors' offices, and near the Fellowship Hall.

Work Schedule: This is a full time, hourly, non-exempt position at approximately 35 to 40 hours a week. Some schedule flexibility will be required, including availability for special services and/or events.

Minimum Qualifications:

- High school diploma or GED
- Flexible schedule
- Must be reliable, responsible, and dependable
- Ability to communicate via telephone, in written form, email, or in person
- Ability to stand, walk, stoop, bend, stretch, climb ladders, and lift up to 50 pounds
- Ability to accomplish duties with minimal supervision
- Ability to work alone and/or in cooperation with others
- Attention to detail and thorough in completing tasks
- Willingness to accept responsibilities and challenges
- Ability to handle changing priorities with composure and a cooperative attitude
- Enthusiastic, encouraging, honest, and cooperative, with a strong work ethic
- Ability to lead and engage people of varying ethnicities, socio-economic levels, and generations
- Team player
- Treat co-workers, congregation, visitors, and children with respect and dignity
- Commitment to the mission and vision of Huntersville United Methodist Church

Desired Qualifications:

- Ability to perform minor repairs to faucets, toilets, hardware, door handles, etc.
- Previous experience with floor buffing equipment is desired

Accountable to: HUMC Staff Parish Relations Committee (SPRC), Business Manager; Senior Pastor

Interested Candidates: Please submit a resume to tabithas@huntersvilleumc.org with "*Custodian Search Committee*" as the subject.