



Part Time Custodian

Position Purpose: The Part Time Custodian will work in conjunction with the Lead Facility Custodian to keep our facility clean and prepared for worship and Christian ministry.

Primary Duties and Responsibilities:

- Commitment to the Mission and Vision of Huntersville United Methodist Church
- Support weekend ministry events by preparing spaces and assisting with additional setup/cleanup needs, as necessary
- Inspect facility and spot clean all areas, including flooring, fixtures, work surfaces, glass doors, etc., with emphasis on restrooms, entrance areas, and coffee house
- Empty waste bins and place in specified trash and recycling dumpsters
- Check/replenish paper products in restrooms, coffee house, and kitchen, as necessary
- Perform facility setup for Sunday activities and other weekend events, including weekly set-up of approximately 400 stacking steel chairs in the worship center
- Set up coffee station in the main lobby on Saturday and clean up after Sunday services; replenish supplies, as needed
- Guide and direct volunteer teams who may assist with set up, tear down, or maintenance of church property, including on volunteer work days
- Clear ice and snow from entrance areas and/or treat with ice melt, as necessary
- Secure the facility after events and worship services
- Communicate supply and maintenance needs to the Lead Facility Custodian
- Additional duties as may be assigned
- Understand and adhere to HUMC Safe Sanctuary Policy
- Position reports to the Business Manager, Senior Pastor and Staff Parish Relations Committee.

Work Schedule: This is a part-time, hourly, non-exempt position at approximately 12 hours per week. The anticipated schedule is 12:00pm-5:00pm Saturday, 1:00pm-4:00pm Sunday and 8:00am-12:00pm Tuesday , although actual hours may vary, depending on church events.

Minimum Qualifications:

- Must be reliable, responsible, and dependable
- Ability to work alone and/or in cooperation with others
- Attention to detail and thorough in completing tasks
- Ability to lift up to 20 pounds, including repeatedly stacking and unstacking steel chairs at or above shoulder level
- Enthusiastic, encouraging, honest, and cooperative, with a strong work ethic
- Ability to lead and engage people of varying ethnicities, socio-economic levels, and generations
- Treat co-workers, congregation, visitors, and children with respect and dignity
- Commitment to the mission and vision of Huntersville United Methodist Church
- Prior custodial experience is a plus

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