

**JOB DESCRIPTION**  
First United Methodist Church  
Cookeville, Tennessee

**JOB TITLE:** Custodian

**JOB REPORTS ADMINISTRATIVELY TO:** Facilities Manager

**PURPOSE OF THE JOB:** To provide custodial care and minor building maintenance services for the Church and its associated buildings, and to assist with regular and special church functions in regards to setup, serving, tear-down, and clean-up.

**DUTIES SHALL INCLUDE BUT NOT BE LIMITED TO:**

1. Floor maintenance, including vacuuming and spot cleaning carpets, sweeping, scrubbing and waxing tile or linoleum floors, depending on floor surfaces.
2. Clean all aspects of the bathrooms and restock as needed.
3. Set up and take down tables and chairs for church dinners and other functions, put covers on tables, arrange condiments, and assist persons in charge of the event, as needed.
4. Wash dishes and clean up kitchens after church function.
5. Clean walls, light fixtures, woodwork or other parts of the church and associated buildings, as required.
6. Set up and take down tables and equipment.
7. Inventory and replenish supplies for janitorial work in all buildings.
8. Inventory and request supplies for kitchen operations, such as plastic utensils, bottled water, paper products, coffee supplies, etc.
9. Assist maintenance supervisor when needed (e.g., change light bulbs, clock batteries).
10. Collect and dispose trash and garbage from all church facilities.
11. Secure buildings at the end of shift when necessary.
12. Help in preparing and serving monthly Wednesday night functions, as needed.
13. Perform other duties as assigned or as appropriate in support of church objectives and staff.
14. Clean all church properties, including but not limited to church buildings, overhead walkway, kitchens, hallways, stairwells, offices, pantries, and storage areas.

**IN PERFORMANCE OF DUTIES EMPLOYEE SHALL:**

1. Follow written and oral directions of proper authorities and adhere to schedule of events by being present and available for assistance when needed.
2. Notify superior of problems related to work, and seek help when problems arise or when large tasks must be done.
3. Be able to work church functions except by prior arrangement with church staff.
4. The ability to work as a part of a team and independently to execute cleaning duties.

**MINIMUM QUALIFICATIONS:**

1. Must be able-bodied and trainable.
2. Have interpersonal skills to be able to communicate and work well with staff and church members.
3. Be self-motivated and diligent
4. Be able to lift a minimum of 50 lbs.
5. Understand and be able to speak English.
6. Have reliable transportation to and from work.
7. Dress appropriately for the job
8. Having previous custodial service is preferred.