

Custodian

Grace United Methodist Church

Nashville, IL

<https://www.nashvillegrace.net/employment>

Nashville Grace United Methodist Church in Nashville, IL is seeking a part-time church Custodian. This is a part-time, hourly (maximum hours to be discussed, but 15 hours per week is preferable) position. Hours are extremely flexible and may be up to the discretion of the hired candidate and Directing Pastor of Grace UMC.

Suggested number of hours per week: 15 hours per week = Hourly Position (\$16/hour)

Bereavement or Sick Days: 5 paid days per year

Paid Holiday: One week paid vacation leave with additional paid holidays that are legally observed.

Basic Required Skills/Traits:

- An initiating leader, self-starter, and able to work independently with strong organizational skills and attention to detail.
- Ability to effectively manage responsibilities, problem solve and make judgments as needed to perform duties without direct supervision.
- Able to maintain confidentiality when it relates to all matters of church members and church business.
- Ability to perform physical activities such as, but not limited to, lifting heavy items, bending, standing, lifting overhead, climbing or walking.
- Ability to periodically work in inclement weather conditions when situations call for de-icing sidewalks and stairways.

Primary duties include but are not limited to (note: high traffic areas will require more frequent attention):

- o Floors: vacuum, dust mop, sweep, wet mop, touch-ups
- o Removal of trash: bathrooms, offices, classrooms, sanctuary, balcony, kitchen
- o Surfaces: sanitize hard surfaces, wash windows/glass/doors, dust, tidy pews & cushions
- o Maintaining custodial equipment and custodial room by keeping it organized and stocked.
- o Bathrooms must be cleaned and sanitized daily and restocked with supplies when needed
- o Building exterior cleanliness: pick up trash and litter, keep entryways free of debris and cobwebs
- o Informing Grace UMC Trustees of major maintenance issues
- Program Assistance: Set up and take down tables and chairs
 - o Clean as needed for church programs and events, special services, funerals, weddings (additionally paid by funeral home and wedding party), Christmas and Easter
 - o Other activities as requested by the pastor.

- Accountability: Directing pastor is the immediate supervisor but must work closely with the church office manager to keep up to date on changes in the church calendar
- Timesheet to be kept weekly