



Strongsville United Methodist Church
13500 Royalton Road
Strongsville, OH 44136

JOB DESCRIPTION – Weekend Custodian	
Position Overview	
The weekend custodian is responsible for the cleaning and maintenance of the church building and surrounding areas throughout the weekend. Duties must be completed so the building is in excellent condition for all weekend events and Sunday services. Advancement opportunity available.	
Primary Accountabilities	
• Clean and set up Worship Center for all scheduled services and activities • Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as weddings and meetings. • Service, clean, and supply restrooms. • Clean building floors by sweeping, mopping, scrubbing, or vacuuming. • Gather and empty trash. • Clean and polish furniture and fixtures. • Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees. • Dust furniture, walls, machines, and equipment. • Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems. • Follow safety procedures for the use of chemical cleaners and power equipment. • Move heavy furniture, equipment, and supplies, either manually or by using hand trucks. • Notify managers concerning the need for major repairs or additions to building operating systems. • Remove snow from sidewalks and walkway access using snow blowers, and snow shovels, and spread snow melting chemicals. • Requisition supplies and equipment needed for cleaning and maintenance duties. • Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.	
Secondary Responsibilities	
• Steam-clean or shampoo carpets as needed.	



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• Strip, seal, finish, and polish floors as needed. • Support Head Custodian to monitor all building code and fire systems to be in compliance with regulations and inspections • Other duties as the needs present themselves.
Reporting Relationship
• Reports to: Head Custodian and Senior Pastor. • Works with all members of church staff and the Board of Trustees.
Skill Set/Education Requirements
• Knowledge of cleaning methods and techniques for offices, banquet halls, churches and similar facilities. • Ability to use all required cleaning instruments and equipment including mop, buffer, vacuum, and broom. • Experience preferred: One year as a Janitor / Custodian or equivalent experience. • Must be able to lift at least 50 lbs and able to shovel snow when necessary. • Demonstrated ability to perform necessary tasks with limited supervision. • Must be willing to work unusual hours.
Hours
• Ten to twelve hours per week served on Saturdays and Sundays. • Schedule varies based on church events. • Potential weekday hours as arranged with head custodian • Potential to fill planned weekday absences of the head custodian.
Applicants
• Send resume and interest to jobs@strongsvilleumc.org • Background check and references required • Immediate opening • Salary: \$17/hour