

## **Goodrich United Methodist Church Custodian**

Accountable to: Pastor and Staff Parish Relations Committee (SPRC)  
Reports to: Pastor in consultation with SPRC and Trustees  
Work schedule: 30-hours per week (approx. September – May), 20-hours per week (approx. June – August), Sundays (year-round)  
Start date: Immediately

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**Purpose:** To assist the church in fulfilling its Core Statement (Believing in God. Growing with one another. Making a difference in our community.) The primary, though not exclusive, focus of this position is to clean and maintain the church facility.

### **Education/Qualifications:**

- High school diploma or GED

### **Skills & Experience:**

Capable of skills needed in custodial work:

- Cleaning – mopping, vacuuming, housekeeping, etc.
- Use of custodial equipment: floor scrubber, floor buffer, etc.
- Working knowledge of systems within the church– for example: HVAC, fire alarm, lighting, etc.
- General Maintenance – painting, floorings, lighting, general repairs

### **Expectations:**

- Flexibility in working with the church’s schedule and needs
- Able to work independently and as part of a team
- Work collaboratively with the GUMC Church Trustee’s to identify special repair needs. In some cases, the custodian may be able to accomplish these needs without outside assistance.
- Interact with the church’s members and visitors in a way consistent with the church’s overall spirit
- Demonstrate confidentiality
- Conduct himself/herself in a professional manner
- Communicate openly and respectfully

### **Responsibilities include, but are not limited to:**

- Cleaning and maintaining church building, this includes: dusting, mopping, vacuuming, washing windows, emptying trash, re-stocking paper products in restrooms, changing light bulbs, etc.
- Unlocking doors of the church one-hour prior to Sunday Worship
- Assisting with set-up and take-down of tables and chairs as needed
- Clearing sidewalks of snow and ice
- General Maintenance such as (but not limited to) painting, floorings, lighting, general repairs
- Overseeing repairs and maintenance by outside vendors
- Setting out trash and recyclables for weekly pickup

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- Coordinating Annual Spring Cleaning with Trustees
- Other duties as assigned

**Wages**

- Hourly wage: \$11.25, reviewed annually by SPRC, Finance Committee, and Pastor with recommendations to SPRC and Finance Committee.

**Benefits**

- Job related continuing education-negotiated with SPRC
- The following holidays (without pay), if they are scheduled workdays: New Year's Day, Monday after Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. If a holiday falls on a Sunday, the offices are closed the following Monday. If the holiday falls on Saturday, employees will be given either Friday or Monday at the discretion of their supervisor.
- 1-week of paid vacation, as defined by the church's Personnel Policies and Procedures

**Submit résumés and questions to:**

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