



## \*\*\*Job Vacancy Announcement\*\*\*

**Location:** St. Paul United Methodist Church  
6634 St. Barnabas Road Oxon Hill, MD 20745

**Job Title:** Church Custodian

**Type:** Part-time - 20 hours per week

**Annual Salary:** Commensurate with Experience and Qualifications

**Date Posted:** October 10, 2019

**Closing Date:** Open until filled

**To apply:** Email resume and completed application (located on the St. Paul Church website) to [staff\\_relations@stpumcmd.org](mailto:staff_relations@stpumcmd.org)  
Point of Contact: Barbara Hart

The employee serves as custodian and is responsible for the cleaning, maintenance and appearance of the church and its properties, under the direction of the Staff Parish Relations Committee (SPRC) and Pastor. The custodian's immediate supervisor will be the Office Manager. In accordance the United Methodist Discipline, the Staff Parish Relations Committee will establish the position description, salary and benefits of the custodian. Employee should be a Christ-centered, knowledgeable and organized individual, and must successfully complete all requirements as established by the St. Paul UMC and Baltimore-Washington Conference Safe Sanctuaries Policies.

### **AREAS OF SERVICE**

All rooms within the church (sanctuary [including pulpit and choir area], fellowship hall, choir room, offices, lower level classrooms and nursery, and chapel), halls, stairways, restrooms, sidewalks, entrances, and parking areas.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Maintain a clean building, including all areas of service. Employee ensures that all cleaning and maintenance supplies and equipment are in stock. Notify supervisor when supplies are low.
- Ensure that all restrooms are serviced daily, replenishes tissues, soap and paper towels as needed, empties all waste cans, disinfects and sanitizes.

- Inspect all entrances, sidewalks and parking areas daily and removes miscellaneous debris and trash. If debris, other than normal paper, etc. is found, supervisor should be notified immediately to arrange for proper disposal.
- Salt and de-ice entrances and sidewalks, when warranted.
- Sweep, clean/mop, buff and wax floors; dust furniture and equipment; wash walls; clean windows and doors, vacuum carpets as needed.
- Maintain orderly and clean classrooms, hallways and stairways.
- Set-up fellowship hall and classrooms as directed, to include special programs, funerals, etc.
- Fellowship hall and kitchen must be serviced after each use. All trash and garbage must be properly disposed of, floors cleaned, and grease trap properly maintained.
- Open Church building on Sundays at 7AM.
- Replace light bulbs, as needed. Notify supervisor when parking area lights require attention.
- Clear leaves from walkways and drains on Church property.

### **QUALIFICATIONS AND SKILLS**

- Must be able to work independently; with limited day-to-day guidance or monitoring.
- Must be able to communicate in both oral and written form; read, understand and follow instructions, schedules and safety label directions.
- Must be able to lift, push, pull and move equipment, supplies, etc. up to 50 pounds and transport up to 150 pounds with mechanical assistance.
- Must be skilled in the operation of electric driven tools (i.e. buffer, vacuum cleaner)
- Must be able to make minor repairs.
- Must possess a valid driver's license.
- Must successfully pass a criminal background check.

### **KEY REQUIREMENTS**

- Of the Christian Faith preferred.
- You must be a U.S. Citizen.
- Member of St. Paul UMC preferred.
- Will be required to serve a probationary period.
- Will be required to complete security process and background investigation.
- Your Resume
- A completed Job Vacancy Application. See below.

### **REQUIRED DOCUMENTS**

- **Your Resume**
- **A completed Job Vacancy Application. See below**

**Send required documents to:** [staff\\_relations@stpumcmd.org](mailto:staff_relations@stpumcmd.org)

Point Of Contact: Barbara Hart



## Job Vacancy Application

1. Name:

2. Address:

-Daytime Phone:

-Evening Phone:

-Cell:

-Email Address:

3. Occupation:

4. Current Employer:

Address: \_\_\_\_\_

5. Current Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

6. Special interest, hobbies, and skills:

**References: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.**