

CHURCH SQUARE

Cuyahoga Falls, Ohio

Custodian Ministry Description

The Custodian, as part of the Facilities Management team, is responsible for cleaning and maintenance of the buildings and grounds, including parking lots, of the First United Methodist Church and First Christian Church. The Facilities Management Team ensures that the congregations and other guests and users have a clean and safe platform for all their ministry and needs. The schedule for this position is Sunday to Thursday, with occasional Saturdays expected.

General Maintenance:

- Clean, open building per schedule in coordination with Lead Custodian.
- Identify or complete general church maintenance, including minor repairs and completing or ensuring for annual/monthly preventative maintenance.
- Identify and report to Lead Custodian any maintenance needs.

Snow:

- During winter months, on assigned days, keep outside area and walks of First UMC salted and clear of snow.

Preparation of Rooms:

- Set up tables and chairs and place other needed equipment for any activities taking place in church as needed on assigned days.

Security of Building:

- Open and close building and help with security coverage of the building while on duty.

Weddings:

- Provide for wedding coverage. Be at assigned weddings to help with any maintenance, cleaning, or other needs and to clean all areas used by wedding party following use.

Miscellaneous:

- General assistance for program, support, and preschool staff and members of congregation.
- See attached daily cleaning and coverage schedules and including other duties as assigned.

Reports to:

1. Lead Custodian