

## Westminster UMC seeks Part-Time Facilities Custodian

Advertisement: Westminster United Methodist Church seeks a half-time (20-25 hours/week) Facilities Custodian who will provide custodian services of the church facility and property. Seeking a team player with a positive Work Ethic: flexible, demonstrates initiative in addressing issues and supporting the overall care of the facility and grounds. Must maintain confidentiality and be viewed as trustworthy by others. Detailed description of duties located at: <http://www.wumcmd.org/upcoming-eventsnews.html>. Please submit resume, application (on website) and references to [Westminsterumc@wumcmd.org](mailto:Westminsterumc@wumcmd.org).

Start date: Immediately

Status: Half-Time (20/25 hours/week)

Routine Tasks: Studies and plans work based on the church calendar and provides services accordingly • Opens and closes the buildings as required for meetings as scheduled on the calendar or announced in the bulletin • Reports problems concerning the care of the building and grounds to the Trustees. Demonstrates a work ethic that reflects respect for the facility and pride in work • Works cooperatively with the church staff members and visitors to represent the church positively. • Prepares facilities for special use and assists during programs as requested by the Pastors or Trustees • Accepts other duties related to their field of expertise as assigned

Seasonal Tasks: • Shovels snow from sidewalks and all steps and puts out salt as needed. • Mows and maintains green/outdoor spaces on a regular schedule

Core Competencies: • Pays attention to details of cleaning, upkeep and safety • Supervision of Others/volunteers as necessary by communicates clear expectations and gives necessary direction; provides helpful feedback; addresses substandard performance; maintains appropriate relationships • Positive Work Ethic: flexible, demonstrates initiative in addressing issues and supporting the overall work of the church; is viewed as trustworthy by others • Remains cool-headed in crisis response; attends to security breaches as necessary

Interpersonal Skills: Develops good rapport and values diversity which is apparent in an urban congregation and community. • A team player who serves as member of the church's staff team and as staff resource to church leaders responsible for facilities and related financial matters. • Is directly responsible to the Pastors, is responsive to Board of Trustees directives and requests, and is evaluated annually by the Staff Parish Relations Committee (SPRC) with communication through the SPRC chairperson or designated liaison.

Physical Requirements: • Able to do tasks that require power tools, climbing ladders, or carrying up to 35 lbs. • Flexibility in time/scheduling in combination with regular hours on-site • Working knowledge of cleaning supplies and cleaning equipment.