

Job Description

Title:	Uptown/CLC Custodian
FLSA Classification	Hourly/Non-Exempt
Schedule Type	Part-time, up to 20 hours/week
Reports to	Property Manager Staff Parish Relations Committee

Summary of Position

Custodial responsibilities at the Uptown site primarily relate to interior cleaning of the building. The position will also have primary responsibility for setting up gathering spaces and classrooms for scheduled meetings and events. Other duties may include mowing, snow removal, and other indoor or outdoor maintenance and upkeep as requested and prioritized by the Property Manager. The Custodian may be asked to perform job duties at the church’s other worship sites and parsonages. The Custodian will be responsible for keeping a running inventory of all cleaning supplies and submitting purchase requests to the Property Manager when supplies run low. This position is expected to respond promptly and professionally to cleaning, repair, and restocking requests by co-workers, church members, and guests. Examples of such requests may include replacing a broken light, cleaning up a non-toxic spill, moving office furniture, etc. Custodial responsibilities at the CLC site relate to the cleaning the Christian Life Center following the Saturday evening Pathways ministry. This position will ensure the worship space, gathering space, kitchen, and restrooms are adequately cleaned and restocked ahead of Sunday morning worship services. The Uptown/CLC Custodian may be presented with opportunities to work weekend events for extra compensation.

Duties and Responsibilities

- Use cleaning supplies and equipment to keep the interior of the building, including all restrooms and kitchens looking clean, uncluttered, and inviting.
- Collect and dispose of trash
- Respond to cleaning, repair, and restocking requests quickly and in a professional manner.
- Respond to staff and volunteer requests for last minute needs of on-site funerals, luncheons, and public events.
- Collaborate with Uptown front office staff in being attentive to the set-up needs for calendared and pop-up meetings and events.
- Perform other duties as assigned and prioritized by the Property Manager.
- Adhere to the church’s safety policies to maintain a safe environment for everyone.
- Communicate any building or maintenance issues to the Property Manager in a timely manner.

Desired Skills (Qualifications)

- Relevant work experience preferred.
- Able to work independently and efficiently with little supervision.
- High degree of professionalism and attention to detail.
- Highly reliable and dependable
- Proven inventory control skills
- Strong verbal and written communication skills
- Openness to God and appreciation of the role of the church
- Employee is frequently required to stand and walk, must occasionally lift and/or move up to 50 pounds. Work environment is normal office environment with minimal noise/temperature fluctuations. Must be comfortable using a chair-dolly to move stacks of 8-10 chairs (which weigh more than 50lbs). Training will be provided.
- Required to pass a comprehensive background check.

The Mission of Ankeny First United Methodist Church is to be an open and inviting community of faith through which God grows deeply committed Christians.