

## Job Description

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| <b>Title:</b>              | Uptown & CLC Custodian                               |
| <b>FLSA Classification</b> | Hourly/Non-Exempt                                    |
| <b>Schedule Type</b>       | Full-time (2 <sup>nd</sup> shift)                    |
| <b>Reports to</b>          | Property Manager<br>Staff Parish Relations Committee |

### Summary of Position

The Custodian position is primarily responsible for daily interior cleaning and evening lock up of the Uptown and CLC facilities. The position will also have primary responsibility for setting up gathering spaces and classrooms for scheduled meetings and events. Other duties will include mowing, snow removal, and other indoor or outdoor maintenance and upkeep as requested and prioritized by the Property Manager. The position's primary hours of work will be 1:30pm to 10pm, Monday through Friday. The Custodian will be responsible for keeping a running inventory of all cleaning supplies and submitting purchase requests 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. This position may be presented with opportunities to work extra events for additional compensation.

### Duties and Responsibilities

- Use cleaning supplies and equipment to keep the interior of the building, including all restrooms, kitchens, and preschool classrooms looking clean, uncluttered, and inviting.
- 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 front office staff in being attentive to the set-up needs for calendared and pop-up meetings and events.
- Perform final walk-through and cleaning of facilities following the last calendared activities of the evening, such that the facility is adequately prepared for the next day.
- Lock all exterior doors and arm the security system prior to leaving the building.
- 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)

- High school diploma or equivalent
- 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.
- Required to pass a comprehensive background check

### To Apply

Visit the "Employment Opportunities" tab on our website, [ankenfirst.org](http://ankenfirst.org), to find the application. Please send application, resume, and cover letter to Robyn Johnson, Business Administrator, at [robyn.johnson@ankenfirst.org](mailto:robyn.johnson@ankenfirst.org) or 206 SW Walnut, Ankeny, IA 50023.

*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.*