



## Elk River United Methodist Church

1304 Main Street, Elk River MN 55330 | (763) 441-2750 | erumc.org

### Position Title: *Custodian*

Elk River United Methodist Church (ERUMC) is a multi-generational congregation located mid-way between Minneapolis and St. Cloud. We have one service on Sunday mornings. We value and honor each person, cradle to grave, and believe that this is the represented body of Christ in the world.

The ERUMC Custodian is responsible for the general upkeep of the church property. The building and grounds are often the first impressions that visitors receive. This is a part-time position (8-12 flexible hours). Wage is \$15.00/hour, depending on experience.

### Primary Responsibilities:

- A. **Perform general cleaning and light maintenance.** Preparation and follow-up for Sundays and Wednesdays is a priority, often on-site 2-3 times per week. Availability as needed is highly important, depending on facility usage for the week.
- Attend to the cleaning of all floors: vacuuming, sweeping and wet mopping weekly.
  - Cleaning windows at building entrances weekly.
  - Complete cleaning of bathrooms and drinking fountains. Check them after each event and re-clean if necessary - includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
  - Clean up accidents as notified within three days. (ex: spills, stomach upset, etc.)
  - Empty all wastebaskets and recycling bins weekly; more often if necessary. Set trash receptacles out for city pick-up, and then return upon completion.
  - Order and maintain supplies for cleaning, maintaining and repairing building/grounds by working with the Office Administrator/Trustees.
  - Cleaning tables and counters in the Fellowship Hall and Kitchen.
  - Dust furniture in offices, reception areas, sanctuary and entrances as needed
  - Work with the Trustees team to arrange snow/ice/debris removal from sidewalks, steps, etc. as needed, in cooperation with servant member involvement.
  - In cooperation with the Trustees Team, make light repairs when necessary
- B. Assist ministry teams and community organizations with any facility preparation for large group events, including funerals/weddings. (Office Administrator will be the contact person for these periodic events.)
- Prepare Fellowship Hall and other rooms for weekly or monthly scheduled gatherings with set-up or take down of tables and chairs.
  - Move furniture and equipment as needed in consultation with the Trustees and the Office Administrator.

C. Support the overall leadership of the church

- Extend hospitality and support as a representative of the church and Christ
- Alert the Trustees Team/Office Administrator to issues needing repairs or attention such as water leaks, broken equipment, etc.
- Weekly check-in with Office Administrator
- Assist in ensuring the safety and security of the church; lock and unlock facilities as arranged with the Office Administrator and the Trustees.
- Model holy, healthy habits of Christian discipleship to others

**Talents/Abilities Desired:**

- Hardworking, Conscientious, Dependable
- Building maintenance/cleaning knowledge and experience
- Able to perform physical labor, i.e. lift 50 lbs.
- Comfort with occasionally climbing large ladders
- General construction knowledge a plus
- Able to work with little supervision

**Reports to:** Office Administrator, ERUMC Pastor

Works with the ERUMC staff and is evaluated by the Pastor and the Staff Parish Relations Team.

**Contact:** Mary Michener – [marysmichener@gmail.com](mailto:marysmichener@gmail.com)

Pastor David Doppenberg – [pddoppenber@gamil.com](mailto:pddoppenber@gamil.com)