

JOB DESCRIPTION
FARMERSVILLE UNITED METHODIST CHURCH
CUSTODIAN

Purpose

The purpose of this position is to clean the church weekly, provide minor safekeeping and maintenance and to monitor supply levels.

Job Responsibilities

1. Clean the church building:
 - a. Clean sanctuary, straighten hymnals & bibles, dust all wood surfaces
 - b. Clean restrooms (toilets, sinks, mirrors, shelves & floor)
 - c. Collect trash/recycling & set out for pick up on appropriate day
 - d. Clean tables in classrooms/nursery
 - e. Vacuum sanctuary & nursery
 - f. Sweep & Mop kitchen & fellowship hall
 - g. Clean sinks in kitchen
 - h. Keep furnace room straightened & clean
 - i. Wash windows inside and out spring & fall
 - j. Check basement weekly & clean monthly
 - k. Order cleaning supplies & bathroom supplies as necessary
 - l. Preparation/cleanup before & after special events...dinners, funerals, yoga on Tuesdays
 - m. Report any repairs needed to trustees

Expectations

1. The custodian will carry out the Job Responsibilities to the best of his/her ability.
2. The custodian must participate in the FUMC Safe Sanctuary background check & training.

Time Off

Custodian must report any time off request to Pastor and or SPRC liaison. They are also responsible for arranging coverage when/if time off is need.

Custodian _____
Date _____

SPRC Chair _____
Date _____

Revised April 2026