

POSITION DESCRIPTION
AUXILIARY CUSTODIAN
ST. PAUL UNITED CHURCH OF CHRIST
Columbia, Illinois

Revised: 1-5-2024

The Auxiliary Custodian is an integral part of the ministry of St. Paul Church. This individual is responsible for assisting the Head Custodian with all building maintenance of the Church.

The work of the Auxiliary Custodian includes a variety of responsibilities and skills. At the direction of the Head Custodian, the following may be expected:

- Wet mopping of all restrooms, floors, cleaning all toilets and sinks and emptying all trash
- Weekly cleaning of church, fellowship hall and education wing including offices, classrooms, kitchen and welcome center.
- Set up, cleaning, and tidying those portions of the building that are used by various groups during the week
- Undertake whatever monthly, quarterly, or annual cleaning chores would normally come with maintain the building
- Keep all custodian closets and storage areas orderly
- Care of all candles-cleaning, filling, and maintaining
- Final cleaning of the church kitchen after groups using it do the basic cleaning
- Be available for funerals, special church events, and whenever workmen are undertaking major repairs
- Be alert to conditions needing attention, such as replacing burned out bulbs and doing those chores automatically as the need arises
- Other responsibilities as assigned by the Head Custodian and/or the Senior Pastor
- Attend weekly staff meetings
- Other duties as assigned by Senior Pastor.

Skills and personal qualities important for this position:

- Confidentiality
- Dependable
- Knowledge of heating and cooling system
- Flexible
- Warm, sensitive, and concern for people
- Courteous and compassionate
- Discrete
- Able to set priorities
- Able to listen
- Able to work on own and make decisions
- Aware of what is occurring in the Church weekly
- Understanding of and enthusiasm for the Church's programs
- Able to handle a variety of tasks at once

The Head Custodian will provide supervision for this position. The Senior Pastor will conduct the annual performance evaluation with a written copy to the Auxiliary Custodian and the chair of the Personnel Committee. The Personnel Committee of the Consistory will be responsible for implementation of the Personnel Policy and will be available for arbitration of staff issues, which have not been resolved at staff meetings.

If the Head Custodian is not available to staff such events, weddings and outside groups renting the facilities will compensate the Auxiliary Custodian as an independent contractor per a special fee schedule arrangement as determined by the Church. Those events will be scheduled after consultation with the Head Custodian and the Auxiliary Custodian to determine the availability of custodial staff to handle the event.

This job is understood to be a 16-hour per week position, with the scheduling of individual's work hours to be approved by the Head Custodian and the Senior Pastor. The Auxiliary Custodian will be paid twice a month.