

First United Methodist Church of Ann Arbor (FUMC)
Role Description

Date: April 2022

Role Title: Custodian/Maintenance Mechanic

Role Type/Scope: Full-time (40 hours/week) lay staff (non-exempt)

Reports to: Building Supervisor

Direct reports (if any): None

Purpose/Overview of role

The Custodian and Maintenance Mechanic is responsible for assigned cleaning and maintenance protocols at church properties as well as special repair projects as needed.

Full COVID vaccination or weekly COVID testing required for employment.

Key Responsibilities

- Preparation of spaces (sanctuary, social hall, meeting rooms, downtown and Green Wood) for in person meeting in accordance with staff and congregation requests
- Following regular cleaning protocols as assigned
- Executing special repair projects as assigned

Transitional Responsibilities (if any)

- None

Supervisory Responsibilities

- None

Budget Responsibilities (Spending authorization)

- None

Qualifications and Required Skills

- 3-5 years of custodial experience
- Experience in maintaining HVAC, plumbing, electrical systems
- Experience in working in an organization welcoming to the LGBTQ+ community and multi-cultural communities
- Willingness to work within the FUMC Staff Covenant
- Collaborative work style; willingness to cross-train and be flexible in division of tasks