

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

Date: April 2022

Role Title: Custodian

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 is responsible for assigned cleaning protocols at church properties as well as special cleaning 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 cleaning 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 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