

Seymour Lake United Methodist Church

Date: 2/5/2019

Job Title: Church Custodian

Church Mission: To make disciples of Jesus Christ for the transformation of the world.

Reports to: SPR, Trustees

Works with: Church Secretary, SPR, Trustees

Who the job serves: Congregation, visitors of SLUMC

Job Purpose: Ensure that the church is cleaned weekly.

Activities:

- Perform cleaning per the established cleaning “task list”.
- Establish cleaning schedule (coordinating with church secretary)
- Obtain substitute custodian as necessary.
- Provide special cleaning needs as requested.
- Notify Trustees of supply needs.
- Replenish supplies (soap, paper products, etc)