Kent Island United Methodist Church, Chester, Maryland

Job Title: Evening Custodian

Reports to: Facilities Manager **Effective:** 07/01/16
Status: Part-time Hourly (25 hours)
FLSA: Non-exempt

Position Summary

The Evening Custodian is a part-time position that will partner with the Ministry Support Focus Area to insure the KIUMC grounds and facilities are maintained at a high level of appearance, cleanliness, safety and working order in order to facilitate ministry that will help KIUMC to fulfill their vision to Grow in Christ, transform families and change the world.

Essential Functions and Responsibilities

1. Clean daily all rooms, bathrooms and water fountains in the Education and Phillips Buildings.
2. Clean halls and stairwells as needed.
3. Make sure each room scheduled for evening use is properly set up, unlocked and at proper temperature.
4. Set up for morning activities as directed by Facilities Manager.
5. Lock all exterior doors before leaving at the end of evening shift.

Core Competencies

1. **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Kent Island United Methodist Church; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
2. **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situation with constancy and reliability.
3. **Individual Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
4. **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failure.
5. **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

General Requirements

Must be a maturing Christian with a clear sense of calling to serve Christ in a church setting.

Specific Requirements (Education, Experience and Skills)

1. High School Diploma or GED
2. Janitorial Experience and ability to perform physical tasks

Accountability

1. The Custodian is accountable to the Facilities Manager.
2. Official performance evaluation is conducted by the Facilities Manager, and is shared with the Staff Parish Relations Committee.