

CUSTODIAN JOB DESCRIPTION

Faith United Methodist Church of Orland Park

POSITION TITLE: Custodian (*Part time*)

RESPONSIBILITIES:

- Perform weekly housekeeping.
- Set up & breakdown for meetings, events, and conferences, including required tables and chairs.
- Prepare Sanctuary, Nursery and Classrooms for weekend services and activities.
- Order supplies as needed.
- Keep custodian room and work area clean and organized.
- Set-up and clean-up for special events, such as weddings & funerals. * (*additional compensation*)

REQUIREMENTS:

- High School diploma or GED preferred.
- Custodial experience preferred.
- Willing to be flexible and adapt to changes in schedule.
- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be able to lift 30 pounds.
- Must be willing to work weekends, evenings, and holidays as needed.
- Must be able to effectively communicate with church staff.

HOURS (24 hrs/wk): Monday, Wednesday, Friday (7:30 AM - Noon)

Saturday (8 AM - 12:30 PM)

Sunday (7 AM - 1 PM)

PAY: \$18-\$22/hour, salary commensurate with experience

Benefits: Vacation 1st year - 2 weeks salary. 5th year - 3 weeks salary

*** Additional compensation provided for work related to outside groups using church building.**

*** This job has a 90 day probation period.**

*** Daily Schedule provided.**

Email resume (faith@faithumcop.org) OR apply in person at:

Faith United Methodist Church of Orland Park

15101 S. 80th Ave. Orland Park, IL 60462 / 708-444-8560

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