

Mt. Olive United Methodist Church
10 Fairground Rd
Prince Frederick, Maryland 20678

Job Announcement

CUSTODIAN

Mt. Olive United Methodist Church is seeking experienced Custodian/Janitorial support. This is a part-time hourly position averaging 10 - 15 hours per week. The successful candidate will be self-motivated with positive attitude, strong work ethic, and excellent verbal communication skills. The successful candidates must have commercial cleaning experience and knowledge of cleaning methods, materials and appropriate equipment for a variety of cleaning projects. They must be flexible, responsible, and relate well to other church staff, congregants and visitors.

Scope:

The individual in this position is responsible for the day-to-day cleaning and for maintaining the upkeep of the interior of the church building.

Duties:

This position reports to the Mt. Olive UM Church Board of Trustees' Chairperson. The Chair of the Board of Trustees sets the overall work assignments, priorities, and deadlines.

Summary of Job Responsibilities:

- Vacuuming of all carpeted areas of the Church
- Cleaning and sanitizing all restrooms
- Replenishing supplies in restrooms (bath tissue, soap, hand towels)
- Emptying trash receptacles throughout building
- Dusting and wiping walls and top of doors
- Wiping and polishing exterior of water fountains
- Sweeping and mopping all steps
- Cleaning all carpets (as necessary)
- Sweep exterior walkways and pick up paper and trash (as necessary)
- Cleaning glass of the entry doors
- Monitoring inventory of cleaning supplies and notifying the Chair of the Board of Trustees of needed supplies
- Other related duties as assigned

The Custodian assures that the Church is open according to the scheduled hours of special events. As such, they will perform the following duties:

- Respond to immediate cleaning requirements during their scheduled work shift.
- Set- up furniture and equipment in meeting spaces for use by ministries
- Locking and securing the building at the close of special events, to include assuring the building is clear of guest, locking all windows and entryways

Education Requirement

- High school diploma or GED

Required Experience:

- 3 years Custodial Experience

Knowledge, Skills, and Personal Attributes:

The custodian must have proficient knowledge & training in the following areas:

- Must be able to read, speak and write English
- Must show attention to detail and ability to work independently with little supervision
- As an employee of the church, the custodian represents the church to the community and therefore should display the following personal attributes:
 - Professional conduct, appearance, and communication
 - Committed focus on service, quality, and safety
 - Be honest, trustworthy, and respectful of others
 - Must be reliable

Mt. Olive UM Church is a non-smoking and drug-free facility and as such, successful candidates must pass drug screening and background checks.

Schedule:

10 – 15 hours per week. Based on the needs of the church, the assigned schedule may be changed to include additional hours. This includes work on weekends and holidays to assure coverage during special events.

Pay:

\$15.00 per hour.

This is a part-time hourly position and does not include vacation, sick leave, or other benefits.

How to Apply: Please either email a resume to officeadmin@mtoliveumchurch.com or drop off a resume at the church office at 10 Fairground Rd, Prince Frederick, MD 20678. To learn more about Mt. Olive United Methodist Church please visit us online at www.mtoliveumchurch.com. Any questions contact Dorenda Brooks - Church Secretary at 410-535-5756.