**Wesley United Methodist Church**

**1164 San Bernard Street, Austin, Texas 78702**

[**http://wesleyunited.org/**](http://wesleyunited.org/)

**Job Title:** **Church** **Custodian**

**Part Time Position: 16 – 20 Hours per Week**

**Job Objective:** To serve the Wesley United Methodist Church through maintaining clean, safe facilities and grounds and providing assistance to the congregation for access to and use of the facilities.

**Accountability:** The Custodian reports to the Senior Pastor

**Essential Duties and Responsibilities:**

* Operate the mechanical systems of the facilities, including but not limited to:
	+ HVAC (Cooling, Heating), Sprinkler & Security Systems
	+ Elevator
* Cleaning
* Light Cleaning of interior of all buildings as a supplement to Cleaning Service, Maintain supplies and Trash removal
* Event set up and take down of chairs and tables, as required
* Monitor building security, open up and lock up facilities, as required
* Assist handicap members access facilities
* Cut and maintain grass on one (1) lot
* Pick up and delivery errands, as required
* Perform other duties as assigned.

**Required Qualifications:**

* + A High School Diploma or GED equivalent
	+ Experience with building maintenance, operation of mechanical systems/equipment, professional cleaning and yard maintenance

**Essential Physical Requirements:**

* Physical mobility, which includes climbing steps, etc.
* Ability to reach and bend, and push/pull or lift objects up to 50 pounds.
* Ability to assist in the transport of people up to 200 pounds
* Ability to work outside in all weather conditions
* Ability to perform manipulative skills such as using controls and levers, operating

light and heavy equipment, operating a motor vehicle.

**Preferred Experience and Skills:**

* Experience working with Church, service organization, or non-profit environment
* Self-motivated, proactive and reliable

**To Request Application: Contact: Wesley United Methodist Church (512) 478-7007 or** **thedeskofwesley@sbcglobal.net**

*Wesley UMC is an equal opportunity employer*

*Must pass a drug screening and background check*