

## WESLEY FREEDOM UNITED METHODIST CHURCH

### JOB DESCRIPTION

**Job Title:** Custodian

**General Summary:** This position reports to the **Church Administrator**. At the direction of the Church Administrator, the Custodian is responsible for cleaning and sanitizing of church spaces.

#### Qualifications

1. Skilled and experienced in cleaning and sanitizing public spaces.
2. Ability to prioritize work, be flexible with time and tasks and meet deadlines.
3. Able to take direction.
4. Ability to lift 40 pounds, as needed.
5. Must possess a familiarity and respect for Christianity, the United Methodist Church and the Mission and Ministry of Wesley Freedom UMC.

#### Essential Duties and Functions

1. Provide custodial services, including daily cleaning and sanitizing of facilities, to include: vacuuming, mopping, garbage and recycling disposal, window cleaning and restroom cleaning. Focus of custodial services is on Wesley Freedom church facilities, hallways, common areas, restrooms and office areas, including childcare areas.
2. Room setup for ministry activities as requested and as time permits.
3. Periodic deep cleaning to include quarterly carpet cleaning and other specialized cleaning, as required.
4. Additional responsibilities may also include light facility maintenance or supervision of repairs performed by third-party companies.

**Position Status:** 35 hour per week, FLSA non-exempt position. Preferred work hours: Monday – Friday, 6:00 AM – 1:00 PM. Hours & work days negotiable.

**Salary:** Negotiable based on qualifications. \$15 per hour base rate.

**Benefits:** 3 weeks paid vacation, 8 days paid sick leave and 3% retirement benefits (beginning on first anniversary of hire date).

**Position Review:** Quarterly review by supervisor. Annual position review by Leadership Development Team.



# Wesley Freedom United Methodist Church

## Employment Application

Please complete and email to Lyndsay at [lmorris@wesleyfreedom.org](mailto:lmorris@wesleyfreedom.org) or drop off at our office – 961 Johnsville Rd, Eldersburg, MD 21784

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### References

*Please list up to three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Please list up to three.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Narrative**

In your own words, please list your skills in cleaning and sanitation.

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**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_