

## **Shiloh United Methodist Church – 5261 Foley Rd. Cincinnati Ohio 45238 – [www.shilohumc.com](http://www.shilohumc.com)**

Shiloh United Methodist Church is seeking an organized, energetic and talented candidate to fill this part-time position as **Custodian**. This position has responsibility to maintain the cleanliness and order of all areas of the Shiloh Church (both Delhi and Price Hill campuses) as well as minor building and equipment maintenance.

**The Mission of Shiloh Church is to make disciples of Jesus Christ for the transformation of the world.**

- Custodial – building
  - Clean and sanitize rooms, restrooms, hallways and open areas.
  - Sweeping, mopping and buffing floors – occasional stripping and waxing of floors.
  - Cleaning windows and glass doors.
  - Keep all areas, neat, clean, organized and smelling good.
  - Maintain adequate inventory of janitorial supplies within assigned areas
  - Set-up and tear down of tables, chairs and other required items for worship and other “all-church” or “major ministry events” as defined by the Pastoral Staff.
  - Complete each shift check list to the best of your ability and report any issues or concerns to your supervisor via the check list.
  - Other duties as assigned
- Custodial – Grounds
  - Cutting and trimming of lawns in coordination with the Trustees
  - Clearing entrances and sidewalks of snow and ice in winter
  - Keep parking lots and lawn clean and free of trash and debris.
- Maintenance
  - Partner with the Trustees for the care and development of the resources entrusted to this church by God.
  - Monitor building and grounds and report any potential problems that cannot remedied immediately to supervisor.
  - Perform any minor maintenance and repair on build, ground and equipment as skills and knowledge allow.

### **Requirements:**

- Spiritual
  - Professes Jesus Christ as Lord and Savior.
  - Commitment to personal spiritual growth and healthy lifestyle.
  - Considers this position a ministry, not just a job.
  - Models standards and expectations of staff members within Shiloh Church including worship attendance at Shiloh Church, Life group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness.
- Education
  - High School Diploma, certificate of GED
- Experience
  - 1-3 years of progressive experience in custodial or related field
- Skills
  - Ability to work independently
  - Ability to be flexible in shift, locations, and job requirements to fit the needs of the church.
  - Ability to function as the “go-to” person for visitors, and laity during non-business hours.
  - Ability to climb ladders, lift up to 70lbs., and work in a physically strenuous environment.
  - Ability to take charge during severe weather or other emergencies in the event you are the only staff in the building at the time.
  - Ability to perform duties during high and active building occupancy including weekends and holidays.
  - Ability to recognize and communicate problems and opportunities to maximize the workflow.

This position reports directly to the Lead Pastor.

We estimate the time requirement for this position at 20-25 hours per week.

Submit cover letter and updated resume to the office administrator Allison Lincoln at [alincoln@shilohumc.com](mailto:alincoln@shilohumc.com)