

Mt. Calvary-St. Mark's United Methodist Church
49-55 Edgecombe Ave, New York, NY, 10030
212-926-4400
Rev. Janelle C. Gayle, Pastor

Job Description - Custodian (Part Time)
Pay and hours: \$15.00 an hour, hours to be agreed upon

General Duties: Under ultimate supervision of the Senior Pastor and with the Trustees, perform all duties to clean and perform other required interior and exterior housekeeping activities of the church and its surrounding properties. Duties may include minor handiwork and repairs. The Custodian must be available to work every Sunday and some Saturdays, have a strong work ethic, be responsible, trustworthy and have good interpersonal skills.

Responsibilities:

Maintenance

1. Check and ensure safety of Sanctuary
2. Inspect building for immediate emergency clean ups
3. Provide routine repair needed to fixtures, equipment, etc.
4. Maintain technology (e.g., sound system) for the church for Worship and Events
5. Check the boiler for heat and hot water, etc.
6. Clean up and remove garbage after weekends and events
7. Clean and maintain all restrooms
8. Check and make sure doors are secure
9. Clean Sacristy

Services

1. Prepare and assist with Coffee Hour on Sundays (once resumed)
2. Set up tables/chairs for pre-scheduled or last minute events
3. Assist Parishioners with special needs when necessary
4. Maintain security on entire premises during and after service

Weekly Duties:

Daily

1. Perform security check for safety
2. Check boiler, oil tank and water service as needed
3. Empty and take out trash bins and garbage bags
4. Sweep and clean outside of church building including the entire surrounding block
5. Vacuum rugs
6. Answer and greet visitors when office is not staffed
7. Receive packages and special deliveries from UPS, FedEx, etc.

Weekly (as needed)

1. Sweep and mop stairs/staircases, kitchen, dining rooms, Social Hall, Choir Room, Library, Dance Room and all other common areas
2. Clean office spaces including the Pastor's and the Administrative Assistant's, supervised, upon request
3. Clean other offices as needed

4. Clean Sanctuary and pews
5. Perform minor repairs and replacements as needed

Emergency Duties:

During snow and winter ice storms, ice must be shoveled and salted immediately from all sidewalks and entrances. This includes icing, salting, and shoveling of the Parsonage located on West 139th Street.

How to Apply:

Please note that employment is contingent on successfully completing a full background check. All applicants should fill in the following form: <https://forms.gle/91MdBXLNpdxjcLKx8>
Please feel free to send questions to SPRC at stmarksharlemumc@verizon.net with subject of "MCSM Custodian".

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.