

**New Life UMC
Custodian
Job Description**

Responsibilities:

Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning windows and mirrors, cleaning restrooms, and restocking paper and soap supplies. Gathers and empties trash. Performs routine maintenance to custodial equipment and supplies.

Notifies Governing Board Chair or SPRC Chair of needed repairs to building operating systems or cleaning supplies needed.

Areas to be cleaned weekly:

- Sanctuary
- Sacristy
- Crow's Nest
- Narthex
- Prayer Chapel
- Restrooms
- Fellowship Hall
- Kitchen
- Hallway between Narthex and Restrooms
- Youth Center

	Signature	Date
SPRC Chair or Governing Board Member		
Employee		