



# CUSTODIAN

**Reports to:** Director of Custodial Services

**Status:** 20-25 hours/week

**FLSA:** Exempt

## Principle Function

McAllen FIRST UMC is a vibrant and growing congregation located in McAllen, Texas, with a goal of actively serving and sharing Christ with our community. We are a faith family for all, serving all. We are seeking a positive and motivated individual to be a part of our custodial staff. Our custodial staff function as part of a team to make things happen.

## Duties & Responsibilities

- **Cleaning**
  - o Floor Care: tile and carpeted floors—sweeping, mopping, waxing, polishing; shampooing/vacuuuming
  - o Washing windows
  - o Taking out trash; collecting trash outside
- **Maintenance**
  - o Replacing light bulbs
  - o Moving furniture
  - o Door and window maintenance
  - o Lawn care—lawn mowing, simple gardening
- **Ministry Assistance**
  - o Help with worship times on a rotating basis
  - o Work with food ministry program
  - o Assist with special/seasonal worship events (Christmas, Easter, outdoor, etc.)
- **Other Duties as Assigned**

## Qualifications / Core Competencies

### Personal

- **Teamwork and Team Building:** Works well as part of a staff team and leader of a team of volunteers. Able to motivate volunteers and create an environment that cultivates new volunteer involvement.
- **Self-Motivated:** willing to listen, learn and grow; able to complete assignments alone and as a team.
- **Physical Requirements:** Physical strength and stamina to perform demanding, on-your-feet job. Work includes indoors and outdoors. Person must be able to perform, bending, squatting, lifting, and climbing.

### Professional

- Have at least 2 years' experience in working in custodial services/buildings and grounds.

**Base/Starting Salary:** \$11/hr. – negotiable

**Work Schedule:** 5 hrs./day average Monday - Friday; one Sunday/month; occasional weekends.

Applicant must also agree to abide by the Personnel Policies and Benefits manual of McAllen First United Methodist Church, comply with church safety policy, and be willing to complete Safe Gathering certification programs, including passing a background check as required by the Safe Gatherings program of the Rio Texas Conference of the United Methodist Church.

Must have permission to work in the US.

**Send resume to: [office@mcfirst.com](mailto:office@mcfirst.com) If you have any questions, call: 956-686-3784  
or visit our church office during office hours, Monday - Thursday from 8:30 am. - 4:30 pm.**

# Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

McAllen First United Methodist Church  
4200 N. McColl Rd.  
McAllen, TX 78504  
office@mcfirst.com  
956-686-3784

## Personal Information

Name			
Address	City	State	Zip
Phone number	Email address		
Have you worked or applied here before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If selected for employment are you willing to submit to a background check? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Position

Position you are applying for  Custodian/Janitor	List any custodial/janitorial skills or training:	Are you available to work nights and weekends? Yes <input type="checkbox"/> No <input type="checkbox"/>
Employment desired <input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Seasonal/Temporary

## Education/Training

School Type	Name	Location	Years Attended	Degree Y/N

## References

Name	Relationship	Years Known	Phone

## Employment History

<b>Employer (1)</b>	Job title		Start date
Work phone	Reason for leaving		End date
Address	City	State	Zip
<b>Employer (2)</b>	Job title		Start date
Work phone	Reason for leaving		End date
Address	City	State	Zip
<b>Employer (3)</b>	Job title		Start date
Work phone	Reason for leaving		End date
Address	City	State	Zip
<b>Employer (4)</b>	Job Title		Start date
Work phone	Reason for leaving		End date
Address	City	State	Zip
<b>Employer (5)</b>	Job title		Start date
Work phone	Reason for leaving		End date
Address	City	State	Zip

## Signature Disclaimer

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 employment being terminated.

Name (please print)	Signature
Date	