



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**
 - Floor Care: tile and carpeted floors—sweeping, mopping, waxing, polishing; shampooing/vacuuming
 - Washing windows
 - Taking out trash; collecting trash outside
- **Maintenance**
 - Replacing light bulbs
 - Moving furniture
 - Door and window maintenance
 - Lawn care—lawn mowing, simple gardening
- **Ministry Assistance**
 - Help with worship times on a rotating basis
 - Work with food ministry program
 - 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 If you have any questions, call: 956-270-3184.

All employment offers are subject to drug/substance screening, a criminal background investigation, and a positive reference screening.