

**Reverend Rachel Lonberg**

Chris Schleuder, Administrator  
Diane Melvin, Director of Religious Education  
Susan Moerdyk, Board President



**PEOPLE'S CHURCH**  
— of Kalamazoo —

*A Unitarian Universalist Congregation*

*Mission: A beloved community embracing and serving our diverse world.*

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**People's Church of Kalamazoo**  
**CUSTODIAN**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Custodian

**POSITION HOURS:** 2-5 hours/week, on weekends

**EXEMPTION STATUS:** non-exempt

**POSITION PURPOSE:** The Custodian supports the mission and goals of People's Church of Kalamazoo by maintaining a clean and welcoming church building. The Custodian reports to the Lead Custodian and works closely with the Office Administrator and the Building and Grounds Committee.

**REPORTS TO:** Lead Custodian

**HOURS, COMPENSATION, BENEFITS:**

- This position is 2-5 hours/week for 12 months per year
- Compensation is \$12.67/hour
- No benefits are offered with this position

**WEEKLY RESPONSIBILITIES:**

- Clean bathrooms.
- Tidy gathering spaces, classrooms, and kitchen.
- Consolidate and empty trash cans and recycling containers, moving contents to outside dumpsters and bins.
- Spot clean windows and floors, as needed.
- Make sure all external doors of the building are locked on Sunday after the service.
- If weather requires, spread salt and/or shovel snow near the main entrances to the church building.
- Complete other cleaning tasks as directed by the lead custodian.

**SCHEDULE:**

This position requires work on weekends, both before and after the Sunday morning services at People's Church (at 10:45am). The work before the service (roughly 1-1.5 hours) could be completed on Saturdays or early Sunday mornings. The work after the service (roughly 1.5-2 hours) should be completed on Sunday afternoons.

**QUALIFICATIONS**

- Minimum of six months of custodial experience.
- Ability to stand, walk, bend, perform repetitive motions, and lift up to 60 pounds.
- Knowledge of standard cleaning methods and procedures and the safe use of cleaning chemicals.
- Ability to work independently with minimal supervision.
- Dependability, responsibility, and good interpersonal skills.
- Ability to speak, read, write, and communicate in English.
- This position requires solitary work in the church building during the current pandemic.
- Hiring dependent upon successful completion of a background check

We hope to hire for this position immediately. To apply for this position, please submit a resume or work history and three references to Rev. Rachel Lonberg at [minister@peopleschurch.net](mailto:minister@peopleschurch.net).