

**Reverend Rachel Lonberg**

Melissa Emrich, Administrator  
Diane Melvin, Director of Religious Education  
Marti Peters-Sparling, Board President



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

*A Unitarian Universalist Congregation*

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

1758 North 10<sup>th</sup> Street  
Kalamazoo, MI 49009

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www.peopleschurch.net  
(269) 375-3262

## **CUSTODIAN POSITION DESCRIPTION**

**POSITION TITLE:** Custodian

**POSITION HOURS:** 15 hours per week on average, ranging from 12 hours to 20 hours on any given week

**EXEMPTION STATUS:** Non-Exempt

People's Church is a Unitarian Universalist Congregation with a mission to be 'a beloved community embracing and serving our diverse world.' We live this mission through worship services, religious education for people of all ages, opportunities for spiritual growth and connection, and service to our wider community, including resettling refugees and partnering with ISAAC to create a more just and equitable Kalamazoo County.

**POSITION SUMMARY:** The Custodian supports the mission and goals of People's Church of Kalamazoo by maintaining a welcoming and clean church building.

**REPORTS TO:** Church Administrator

### **Wage and Benefits:**

- \$15.98 hourly wage
- No Benefits are offered with this position

### **ESSENTIAL FUNCTIONS:**

- Ensure that the church building is welcoming and clean for all who enter it by vacuuming and mopping floors, cleaning restrooms and the kitchen, cleaning windows, removing garbage and recycling, and other cleaning tasks.
- Work in partnership with the church administrator and building and grounds committee to keep the building in good repair and resolve maintenance issues as they arise.

### **OTHER RESPONSIBILITIES:**

- Participate in staff meetings regularly.
- Coordinate annual cleaning of carpets and floors.
- Purchase cleaning and bathroom supplies.

### **MINIMUM QUALIFICATIONS**

- 1 year of custodial experience.

- Ability to work on weekends, including Sundays.
- Knowledge of standard cleaning methods and procedures and the safe use of cleaning chemicals.
- Ability to work independently with minimal supervision.
- Ability to communicate in English.

### **PHYSICAL AND MENTAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to do the following; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Utilize visual acuity to operate equipment.
- Utilize hand and finger dexterity.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands to finger, handle, or feel; and perform repetitive motions. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch, and lift up to 60 pounds.
- People's Church requires vaccination against COVID-19 as a condition of employment. All employees are expected to maintain vaccination status in alignment with CDC recommendations as a condition of employment.

### **CORE COMPETENCIES**

**Aesthetic Awareness:** Demonstrates an awareness about the effective organization of space for different purposes; possesses an orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.

**Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and values of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, and values.

**Interpersonal Skills:** Establishes excellent working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

### **SUPERVISORY RELATIONSHIPS:**

- The Custodian is supervised by the Church Administrator and works closely with the Buildings and Grounds Committee in support of the church program staff (Minister, Director of Religious Education, and Music Director.)

To apply for this position please send a resume and three references to Melissa Emrich, church administrator, at [office@peopleschurch.net](mailto:office@peopleschurch.net)

Applications will be reviewed as they are received with the hope that the hired candidate will begin working in late August or September 2022.