



PEOPLES CHURCH

UNITARIAN UNIVERSALIST

Leading compassionate lives through spiritual growth and just action.

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Cedar Rapids, IA 52405

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POSITION DESCRIPTION

Title: Custodian
Reports to: Congregational Administrator
FLSA Status: Nonexempt
Hours and schedule: Two weekdays, for a total of 6-8 hours per week
Date revised: February 25, 2025

Purpose of Position

The custodian is a very important member of the church staff. A clean, safe, and well-cared for facility provides an environment conducive to worship, learning, and fellowship.

Core Competencies

- **Organization and Planning:** Organizes and inventories supplies and equipment. Works independently and productively with minimal supervision.
- **Trust and Integrity:** Is widely trusted to keep confidentialities, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the ministry of Peoples Church.
- **Conflict Management:** Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.
- **Interpersonal Skills:** Builds professional rapport; brings a positive attitude of support and discretion; maintains appropriate boundaries.

Essential Functions

- Ensure the church building is always clean, safe, and well-maintained.
- Identify and complete custodial tasks, resulting in the weekly cleaning of the entire facility -- including the sanctuary, classrooms, fellowship rooms, and offices.
- Ensure proper storage of all cleaning supplies and equipment.
- Keep up with removal of trash, recycling, and yard waste receptacles and bins.
- Communicate with the Congregational Administrator regarding any noticeable deficiencies and concerns about the church building.

- Perform minor maintenance and repairs (e.g., changing light bulbs, emptying dehumidifiers, shoveling walks, etc.).
- Perform other miscellaneous tasks as assigned.

Qualifications

Qualifications may be met through professional experience, volunteer work, informal training, and/or equivalent lived experiences.

- Possesses previous custodial/cleaning experience.
- Uses equipment, products, and tools safely to clean carpets, furniture, and windows.
- Lifts and carries up to 35 - 50 pounds.
- Navigates stairs.
- Practices a strong work ethic and effective time management with a positive attitude.
- Uses verbal and written communication skills effectively.

How to Apply

- Email your resume to the Congregational Administrator at office@peoplesuu.org.
- The starting hourly wage is \$15.00 - \$18.00/hour, depending on qualifications.
- Membership in Peoples Church is highly discouraged; exceptions can be granted by the minister.
- Start date: When a suitable candidate is hired.

We are committed to developing a diverse and talented staff team. Consider joining the dedicated staff of this liberal religious community. **If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to apply.**

Learn more about Peoples Church Unitarian Universalist at: <https://peoplesuu.org/about-peoples/>