



# Sharon United Methodist Church

275 Poplar Branch Road  
PO Box 182  
Poplar Branch, NC 27965  
<http://www.sharon-umc.org>

Rev. Toni C. Wood, Pastor  
[twood@nccumc.org](mailto:twood@nccumc.org)  
(252) 333-7762 (cell)

## Sharon UMC Custodian Application for Employment

### Personal Information

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Contact Information: \_\_\_\_\_  
Mobile Phone Home Phone Email

On what date can you begin? \_\_\_\_\_

Are you currently employed? Yes / No

Have you read the Custodian Position Description for the position? Yes / No

Are you able to function within these guidelines? Yes / No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employment History

Please list your last 3 employment positions:

	<u>Employer</u>	<u>Position</u>	<u>Dates Worked</u>	<u>Reason for Leaving</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please list areas of proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Name	Relationship	Phone Number
1.		
2.		
3.		

**Custodian Position Description**

**Introduction**

This Position Description sets forth all the duties and responsibilities of the Custodian and also serves as a contract and agreement with the Custodian for one calendar year January 1 to December 31. Any changes to this Position Description must be approved by the Staff Parish Relations Committee (SPRC). This Position Description shall become valid and binding when the signature cover sheet, complete with salary and benefits, has been signed by the Custodian, the SPRC Chair, and all available members of the SPRC. If there are no changes to this Position Description during a given calendar year, then a redraft is not required, however an updated signature cover sheet will be prepared with any new salary data and must be signed each year.

This Position can be terminated at any time during the calendar year by the SPRC.

**General Duties and Responsibilities**

The Custodian shall perform mandatory custodial maintenance of the two church buildings, with special attention to the schedule of church events. Mandatory custodial duties include weekly vacuuming of all carpeted areas, sweeping, dusting, mopping, cleaning, and disinfecting all bathrooms and the kitchen. In addition to these requirements the Custodian will ensure that all pews are clean, neat and free of old bulletins, etc. (See detailed cleaning under Special Duties)

The Custodian’s primary point of contact is the SPRC liaison. All supply needs, and equipment problems will be reported to him/her. Similarly, if any major problems such as plumbing or electrical are defective they will be reported by the fastest means possible to the liaison, SPRC Chairman, Trustee Chairman, or any trustee in that order. And finally, the Custodian is responsible for taking all refuse, less large bulk items, to the local dump site. This removal will be done as often as possible to ensure no refuse remains in the church for more than 36 hours.

**Special Events**

Following all special events (Weddings, Parties, Reunions, etc.) the Custodian may be asked to clean the facility used and will be compensated as set forth in the Special Events section of the Contract and Agreement.

## **Compensation and Benefits**

The salary and expenses for the Custodian will be recommended each year by SPRC, and submitted to the Church Council for approval. Salary changes become effective on January 1. Salary payments will be made after services are completed. There will be no salary advancements. This compensation information will be recorded on the signature cover sheet of this Position Description.

## **Special Duties**

**Weekly** (Main Sanctuary Building, Fellowship Hall Area and Learning Center)

- Vacuum all carpeted areas and area rugs
- Sweep all uncarpeted areas
- Dust Mop under pews and all wooden floors
- Ensure that all pews are clean, neat and free of old bulletins, hymnal book racks are clean and free of debris, etc.
- Dust all surfaces
- Clean and disinfect all Bathrooms (5) including floors
- Ensure all Bathrooms have adequate paper towels, toilet tissue, hand soap
- Wipe/Clean Fellowship Hall and Kitchen counters, sinks, and tables
- Empty all trash cans and take all refuse to the dump

**Monthly** (Main Sanctuary Building, Fellowship Hall Area and Learning Center)

- Mop Floors: Kitchen, Fellowship Hall, Hallway, Nursery, Lounge, Handicap Entryway, All uncarpeted areas (Admin Office, Library, Sunday School Room).
- Vacuum/Remove Dirt/Debris from: Pew Seats, Under Choir Chairs, Large Chairs, Assorted Tables, Under Chancel Rail, Around and under Piano and Organ Crevices, Around Steps, Baseboards and Edges.
- Clean interior side of Doors, Thresholds, and Behind Doors: Kitchen, Fellowship Hall, Sanctuary, Both sides of Bathroom doors, Choir Room including glass window on door, Admin Office including glass window on door, Pastor's Office including glass window on door, Classroom doors including glass window on door.
- Clean Cobwebs
- Clean all Mirrors

---

If you have any questions or concerns, please email Sylvia Kirk at [sjdkirk@gmail.com](mailto:sjdkirk@gmail.com)

**Please mail your completed application by January 15, 2025 to:**

Sharon United Methodist Church  
Attn: Sylvia Kirk  
PO Box 182  
Poplar Branch, NC 27965