

Sunday Custodian
First United Methodist Church of Palo Alto
625 Hamilton Ave, Palo Alto, CA 94301
Phone: (650) 323-6167 Email: info@firstpaloalto.com

First United Methodist Church of Palo Alto is an inclusive congregation, welcoming people of all races, ethnicities, and gender identities. The Sunday Custodian's regular work hours are Sundays throughout the year, from 7 a.m. to 1 p.m. Usual Sunday activities at the church include education and fellowship classes for children and adults starting at 9 a.m. with coffee available on the patio, a church service in the main Sanctuary at 10:45 a.m., and snacks and beverages on the patio following the service.

Duties

1. Unlock the Sanctuary, turn on lights, ensure that it is set up for worship. Check for cleanliness, turn on heat if necessary.
2. Unlock the Education Building and turn on lights. Unlock classrooms, turn on heat if necessary.
3. Make coffee in large urn. Take urn and coffee supplies on metal cart out to patio area.
4. Set up two tables for snack 'n chat on the patio outside the narthex. Roll sign boards from reception 32out to patio. Put out an additional trash can, recycling can and compost can on the patio. Return tables, cans and signs at the close.
5. Check and clean all restrooms: M/W on second floor; M/W on first floor education wing, plus First School children's bathroom; M/W and handicapped in narthex; M/W on basement level. Restock paper products, empty trash receptacles, wipe glass/mirrors if needed, clean toilets if needed.
6. Before leaving, take out trash from patio and other outdoor bins, including Webster Street and parking lot. Empty trash from bathrooms, Patio Room/Patio Kitchen, education classrooms, library and other rooms used Sunday morning. Empty recycling and compost.
7. Set up for any special activities after worship – e.g., Church Conference, Great Decisions.
8. Final task: Walk entire building, turning out lights and locking all doors.
9. If Chapel is being used, perform all duties as for the main Sanctuary.

Qualifications

- A. Knowledge and experience in appropriate cleaning methods and equipment.
- B. A working knowledge of minor plumbing, carpentry and electrical work, such as changing a light bulb, tightening a screw and unclogging a toilet.

C. The physical ability to lift, push, pull and move equipment and supplies up to 50 pounds. The physical ability to transport up to 150 pounds with mechanical assistance.

D. The physical ability to sit, stand, reach, bend, and work in cramped areas and at various heights both inside and outside. The physical ability to climb both stairs and ladders.

E. The ability to read, write and speak English in an understandable manner.

F. A pleasant, helpful manner with all people including pastors, staff, volunteers, members, and guests. The ability to accommodate and work with various personalities.

G. The ability to both follow instruction and make independent decisions when circumstances warrant it.

H. A neat and presentable appearance.

I. Must be vaccinated against Covid-19.

Compensation

This position pays \$20.05 an hour. This position does not come with health or pension benefits.

Applying

Please send an email to info@firstpaloalto.com with your resume. We will ask for references if you are interviewed.