

Job Description
Wedding 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 makes its magnificent sanctuary with its renowned organ available for weddings. The job of Wedding Custodian is important in making the event go smoothly, ensuring good memories for all those involved. Weddings are held primarily on Saturdays on an irregular basis. Approximately 4-7 hours are typically required of the Wedding Custodian for each event.

I. Primary Function and Duties

- Arrive and unlock the building (Chapel and Sanctuary) approximately 90 minutes before the wedding. Turn on lights, open doors; turn on heat or fans if needed.
- Put out parking lot signs and cones for special wedding vehicles.
- Check and clean the bride's room and the groom's room.
- Check and clean all first floor and basement restrooms: restock paper products, empty trash receptacles, wipe glass/mirrors if needed, and clean toilets if needed. Do this when you first arrive, and then again just before leaving.
- Sweep the patio as needed and check that the area is clean and tidy.
- Check-in with the Wedding Coordinator before, during, and after the ceremony for any additional tasks.
- Check the Chapel and Sanctuary for cleanliness before and after the wedding. Set up and put away candles, kneelers, etc.
- After the wedding, take out trash, recyclables, and compost
- Walk entire building. Turn out lights. Lock all doors.

II. Qualifications

- Knowledge and experience in appropriate cleaning methods and equipment.
- 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.
- 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.
- The ability to read, write, and speak English in an understandable manner.
- A pleasant, helpful manner with all people including pastors, staff, volunteers, members, and guests. The ability to accommodate and work with various personalities.
- The ability to follow instructions and make independent decisions when circumstances warrant it.
- A neat and presentable appearance.

III. Work Schedule and Compensation

- This is a part-time position for services connected to weddings. Hours will depend on the needs of the wedding and will be arranged in advance. Most weddings occur on Saturdays.

- The Wedding Coordinator or the Administrative & Facilities Manager will contact the employee for all scheduling.
- This position pays \$20.05 an hour. This position does not come with health or pension benefits.

IV. Policy Statements

Personnel policies established by the Staff Parish Relations Committee will apply except as otherwise stated.

Please send cover letter and resume to info@firstpaloalto.com

Staff Parish Relations Committee July 22, 2021