

Job Description

Concert Custodian

First United Methodist Church of Palo Alto

625 Hamilton Ave. Palo Alto, CA 94301

The sanctuary at First United Methodist Church is a wonderful venue for concerts, and many groups and musicians perform here. Concert Custodian is a part-time position based on scheduled rehearsals and performances by musical groups renting our facilities. The schedule is arranged in advance by the Concert Coordinator, Jerry Johnson. Most performances are on Saturdays.

I. Primary Functions and Duties

- Open the building before the group's stated arrival time. This includes both rehearsal(s) and concert(s).
- Set up stage extension, risers, chairs, stands, and/or other requested equipment before group is scheduled to arrive.
- Be available before the concert begins to help with additional set-up needs.
- Communicate with the Stage Manager and Concert Coordinator about your whereabouts at all times. Stay in touch by cell phone or walkie-talkie.
- Be available during intermission to assist with any needs that arise.
- Break down and put away the stage extension, risers, chairs, stands, and any other equipment used by the concert group. Ensure that all church furniture is returned to its usual position.
- Clean and restock designated bathrooms before and after the performance.
- Remove trash, especially if food has been served.
- Check and lock all rooms, and turn off all lights.
- Return the light board in the breaker room to the set-up for Sunday.
- Check Sanctuary, Narthex, and other rooms used to ensure they are clean and ready for Sunday services and activities.
- Other tasks as assigned.

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.
- A working knowledge of minor plumbing, carpentry, and electrical work, such as changing a light bulb.
- 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.
- Reliable transportation.
- Reliable mode of communication, preferably a cell phone.
- Good general health.
- Fully vaccinated against COVID-19.

III. Work Schedule

- This is a part-time position for services connected to concert performances. The Concert Coordinator will arrange all scheduling in advance with the Concert Custodian.
- Rehearsals are for a four-hour time period, plus time for the custodian to set up risers and the stage extension before the rehearsal, and for the tear-down and clean-up after. Likewise, concerts are for six hours plus time before and after.
- This position pays \$20.05 an hour. This position does not come with health or pension benefits.

IV. Policy Statements

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