

Job Description
Concert Custodian
First United Methodist Church of Palo Alto
625 Hamilton Ave. Palo Alto, CA 94301
650 323 6167

Overview

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 Administrative & Facilities Manager. Most performances are during the spring and fall seasons, often with two concerts occurring on the same Saturday.

This position is part-time, with an irregular schedule. On the job training provided.

The hourly rate is \$25 with no insurance or other benefits.

Please send your resume and experience to the Staff Parish Relations Committee (SPRC) at info@firstpaloalto.com

I. Primary Functions and Duties

- Set up stage extension, risers, chairs, stands, and/or other requested equipment before group is scheduled to arrive.
- Open the building before the group's stated arrival time. This includes both rehearsal(s) and concert(s).
- Be available before concert start time to help with additional set-up needs.
- Communicate with House Manager and Artist to keep in touch by cell phone.
- 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.
- Check Sanctuary, Narthex, and other rooms used to ensure they are clean and ready for Sunday services and activities.
- Remove trash per FUMCPA and City of Palo Alto requirements.
- Check and lock all rooms and turn off all lights. Be sure all exterior doors are locked and latched.
- 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 simple maintenance skills, such as changing a light bulb, turning off a water main or stabilizing a wobbly riser.
- The ability to fluently read, write, and speak English.
- A pleasant, helpful manner with all people including artists, 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, irregular position for services connected to concert performances. The Administrative & Facilities Manager 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 a competitive hourly wage and 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.