

**POSITION DESCRIPTION**  
**FIRST UNITARIAN CHURCH OF OMAHA NEBRASKA**

**Title: Custodian/Sexton**  
**Hours: Approximately 18**  
**Pay: \$9.60 an hour**

**Supervisor:** Minister

**Statement of Responsibility:** The custodian/sexton is responsible for maintaining the overall order and cleanliness of the First Unitarian Church building interior and to make the sanctuary, foyer, Common Room, kitchen, bathrooms, and classrooms “Sunday ready” for Sunday services and moderate cleanup for other events throughout the week. As the position increases, this will include some set-up and clean-up for church events. Like all positions, the custodian represents the church to members and friends, so communication skills are important.

We prefer to hire someone with institutional cleaning experience, free to work weekend hours, who is not a church member. Work References required.

We are looking to fill the following position as soon as possible. If interested, send resume and contact information to Kate Rohde [firstunitarianomahasearch@gmail.com](mailto:firstunitarianomahasearch@gmail.com)

**Tasks:** The tasks to be undertaken for this position shall include but not necessarily be limited to the following:

1. Clean and restock the bathrooms as needed. (At least three times a week)
2. Mop the kitchen floor and wipe down the kitchen counters. (Monday and Friday)
3. Clean the Common Room floor and tidy the room. (Three times a week)
4. Vacuum, dust, and tidy the sanctuary and foyer. (Monday and Friday)
5. Dust mop or vacuum all stairs.
6. Vacuum and wipe down the walls of the elevator. (For Sunday, check other days)
7. Clean the floors, shelves, and tables in the classrooms. (Monday and Friday)
8. Empty waste baskets as needed. (Monday and Friday)
9. Clean the minister’s office and bathroom once a week or as requested by the minister.
10. Vacuum and tidy the Merritt Lounge. (Three times a week)
11. Dust all of the window sills once a week.
12. Polish brass in sanctuary and foyer as needed.
13. Do minor maintenance such as changing light bulbs.
14. Opportunity to serve as event host --- at extra pay for rentals.
15. Check with the office administrator to coordinate weekly activities in the church.
16. Check with the office administrator to coordinate the purchasing of supplies.
17. Attend weekly staff meetings.
18. Extra setup and cleanup for some events may be added to this job description.
19. Other duties as required.