

# Part-Time Custodian/Maintenance for Daycare and Preschool

United Methodist Church of Whitefish Bay

819 E. Silver Spring Drive

Whitefish Bay, WI 53217

414-964-2424 [www.umcwf.org](http://www.umcwf.org)

## *Purpose Statement*

*The purpose of the United Methodist Church of Whitefish Bay is to grow deeply committed followers of Jesus Christ who LOVE God, CARE for each other, and SERVE in the world.*

**Position:** Part Time, Exempt

**Ministry Team:** Reports to the Director of Preschool Ministries and the Director of Carpenter's Shop.

**Position Summary:** This position provides support for the ministries of this congregation through on-going care of the daycare and preschool areas of the building and grounds. Responsibilities will vary daily. A criminal background check is required, yearly.

**Hours:** 20 hours per weeks, Monday through Friday evenings, schedule negotiable. Additional hours will be arranged for waxing two times a year.

### **Desired Skills:**

- Previous custodial experience preferred
- Understanding and patience with children and adults
- Knowledge of appropriate cleaning and disinfecting products for a daycare environment
- Knowledge and experience cleaning and disinfecting bathrooms, classrooms, hallways and offices
- Ability to regularly lift 50 pounds
- Ability to use small power tools e.g. hand drill
- Ability to climb ladders and install light bulbs
- Knowledge of products, equipment and materials needed to strip and wax floors

- Ability to operate carpet cleaning machine

**Areas of Responsibility:**

1. Create and maintain a daily, monthly and quarterly plan for cleaning and maintaining all of the classrooms, bathrooms, hallways and offices of the daycare and preschool.
2. Cleaning will include but not be limited to:
  - Sweeping and wet mopping floors, wiping down bathroom stalls, cleaning sinks and bubblers, emptying trash and diaper pails, replacing soap and paper towels, vacuuming, wiping down walls and window ledges
3. Light maintenance for daycare and preschool classrooms will include but is not limited to:
  - Replacing light bulbs and ballasts, hanging bulletin boards, installing drawer latches, hanging baby swings in the summer and removing them in the fall, assembling a sun shade in the playground area.

**5) Physical Environment and Security & Safety**

- a. Ensures that classrooms, playground, office, staff break room and other physical space used by daycare is properly maintained, cleaned and equipped for the needs of the ministry.
- b. Responsible for maintaining or exceeding the policies and procedures of the State of Wisconsin and the church in regards to the safety and security of all the children and staff in UMCWFB children's ministries including fire, tornado, evacuation, lock down and other emergency situations.

**Spiritual Gifts Desired:** Organization, Trustworthy, Timely, Compassion

To apply for this position, please submit your application to Christy West in person or by mail to 819 E. Silver Spring Drive, Whitefish Bay, WI 53217.