

St. Paul's United Methodist Church  
11 Church Street  
St Albans, Vermont 05478  
10/21/2004

**Position Description:** Custodian/Maintenance person

**Position Summary:**

Provide custodial and Maintenance services to the Church.

**Reports to:** Pastor and Pastor/Parish Committee

**Essential Functions and Duties:**

**1. General cleaning**

- Bathrooms-clean toilets and sinks, wash mirrors, spot clean walls, mop floors, stock as needed, remove garbage
- Entrances-sweep, vacuum, dust and mop as appropriate, keep free of garbage
- Sanctuary-Dust weekly, Straighten books in pews after use, remove old bulletins and other materials left after services, vacuum weekly or after special use, mop as necessary and before Christmas and Easter
- Fellowship Hall-Dust mop floors when needed, dust, clean glass and walls of fingerprints and spills, remove garbage
- Classrooms-remove garbage, vacuum and dust mop when necessary, wash chalk board, mop only when necessary to save finish, wipe down tables when needed, dust
- Kitchen-clean/mop floors, remove garbage, handle recycling,
- Offices- dust, clean floors vacuum, remove garbage and recycling

**2. Extra Cleaning-** done by the custodian but separate from regular duties and should be compensated separately

- Washing walls
- Refinishing floors
- Light painting
- Shampooing carpets

**3. Maintenance duties**

- Keep outside entrance ways clean and sweep/shovel sidewalks
- Maintain Church Street entrance bulletin board
- Open Fellowship Hall and heat for use on Sundays/events
- Set up and take down tables in Sanctuary as required
- Unlock and lock Sanctuary for scheduled services and events
- Change Hymn numbers in Sanctuary
- Change light bulbs as necessary
- Report to trustees any work/problems that need attention
- Set up/clean up for other events held at church
- Set up coffee prior to Sunday services

## **Performance Measures**

1. St. Paul's Church and surrounding grounds will be clean, well kept and free from obstructions.
2. Utilities and bathrooms will remain in working order.
3. Church will be open for events and services.
4. Custodian is courteous to visitors and parishioners.
5. Effective working relationships exist with other church employees, pastor, church committees and parishioners

## **Qualifications:**

Education: minimum of High School Diploma or equivalent

Required Knowledge/skills:

- Well organized and attentive to detail
- Ability to assist and support others
- good communication skills
- ability to handle physical aspects of this position

## **Experience Required:**

- Prior custodial experience preferred
- customer relations or related experience

## **Salary and Benefits:**

- Hours and wages to be proposed and agreed upon on a yearly basis, in consultation with the custodian, Pastor-Parish Committee, finance Committee, Administrative Board and Charge Conference of St. Paul's United Methodist Church.
- Calendar year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.
- Vacation and sick leave-as listed in personnel policy handbook must be approved by pastor-parish committee and unless unexpected illness or emergency provide two weeks notice of requests for time off.
- Vacation time must be used yearly and should be rolled over only under specific agreement with pastor-parish committee.

# GENERAL CONTRACT FOR SERVICES

between

**Mrs. Dorothy Glenn, Newton**

and

**Abernethy Memorial United Methodist Church, Newton, NC**

This Contract is made effective as of December 31, 2014, by and between Mrs. Dorothy Glenn, Newton, NC 28658, and Abernethy Memorial United Methodist Church, of 111 West 13<sup>th</sup> Street, Newton, NC 28658 (Abernethy Memorial UMC).

1. **DESCRIPTION OF SERVICES TO BE PROVIDED:** Beginning January 1, 2015, Mrs. Glenn will provide to Abernethy Memorial UMC the following services (collectively, the "Services"):

**Janitorial Services:** Cleaning frequency will be Monday through Friday (5x's per week) with the following areas cleaned weekly – Entrances, lobby, foyer, offices, restrooms, hallways, conference room, Sunday School rooms, Sanctuary, Family Life Center, Kitchen, Elevator, Parlor, Nursery, Day Care rooms, and Stairwells. The service as described herein is to include the cost of labor, supervision, cleaning supplies and equipment that would ordinarily be used in the discharge of this contract. Disposable supplies such as paper towels, hand soap, toilet tissue, can liners, etc. will be furnished by the customer upon advisement of service provider. Mrs. Glenn will stand responsible for any breakage that may occur due to her negligence or that of her employees.

## **Cleaning Specifications:**

### **WEEKLY:**

- (1) Empty and clean all trash receptacles with trash removed to dumpster. Wash inside and outside with a germicidal disinfectant. Place new liners in trash cans and feminine disposal containers, including sanitary napkin disposal receptacles and place extra liner in bottom of receptacle. Remove and place cardboard and recyclables in designated area for later pick-up.
- (2) Straighten up Family Life Center (FLC) and kitchen. FLC should have neat appearance at all times.
- (3) Sweep, wet mop, and thoroughly rinse floor with disinfectant/deodorizing cleaner. Clean all edges and corners to prevent dirt build up, prior to mopping.
- (4) Clean under, around and in all commodes (bowls and seats), urinals, sinks, and vanities using a germicidal disinfectant.
- (5) Check each rest room dispenser and fill to capacity with toilet paper, paper towels, and hand soap.
- (6) Vacuum all rugs and carpet unobstructed by furniture in Sanctuary, Chapel, offices, lobbies, corridors, and classrooms. Spot clean with stain remover as needed. Notify management of excessive staining.
- (7) Hand dust or wipe clean all furniture, computer screens, keyboards, fixtures, filing cabinets, windowsills, chairs, tables, and altar area furnishings.
- (8) Clean all vertical surfaces, including (but not limited to) doors, doorframes, light switches, private entrance glass, mirrors, partitions, pictures, and wall décor.
  - (a) Clean all mirrors with appropriate glass cleaner.
  - (b) Clean all stainless steel items with a stainless steel cleaner only.
  - (c) Remove all finger marks and smudges from chrome and stainless steel fixtures including bathroom door "push" and "Kick plates".
  - (d) Polish brass doorplates as needed.
  - (e) Do not use any polish or cleaner on pews unless directed to do so by appropriate church representative.
  - (f) Spot clean door glass at entrance areas inside and out. All common areas and entrance areas should have neat appearance at all times.
  - (g) Remove fingerprints from inside glass, doorways, walls, elevator, etc.
- (9) Wash the walls.

- (10)Wipe off appliance fronts and sides, as well as clean the inside of microwave ovens.
- (11)Clean all table tops, countertops, and sinks in kitchen with disinfectant cleaner.
- (12)Clean and sanitize drinking fountains.
- (13)Check with Church Secretary regarding scheduled meetings to ensure meeting areas are clean prior to schedule time to begin.
- (14)Remove flowers as they start to wilt/die.
- (15)Check Sanctuary on Friday to ensure cleanliness for Sunday services.

#### MONTHLY

- 1) Remove dust and cobwebs from ceiling areas.
- 2) Dust all ceiling vents and return air vents.
- 3) Clean and dust all blinds in all offices,
- 4) Clean baseboards and corners.
- 5) Remove marks, smudges, etc. on walls, doors, or any other visible areas.
- 6) Buff all tile floors in the Educational building, kitchens, FLC, and classroom areas in both buildings.
- 7) Monitor courtyard area for sweeping needs, garbage, etc.

#### ANNUALLY

1. Strip/scrub and wax all vinyl tile floors throughout the facility.
2. Professionally clean all carpeted areas.
3. Clean interior and exterior building windows excluding Sanctuary.

#### OTHER NECESSARY COMMENTS –

Upon completion of shift, vendor should secure all doors and turn out all lights. Appropriate authorities should be notified if any problems are encountered. Keep all supply storage areas clean and well stocked at all times. Keep inventory of disposable products and order as needed with invoices submitted to church secretary in a timely manner. Frequency of cleaning for certain areas listed above may be altered depending on use and in consult with church authorities. It is understood that there will be no additional charges for functions related to the church which are standard meetings. Additional charges may be incurred for meetings resulting from rentals of the church areas where cleaning is requested. Questions regarding cleaning specifications should be directed to the Pastor or Chair of Trustees.

2. **DESCRIPTION OF SERVICES NOT PROVIDED.** The following services will NOT be provided by Mrs. Glenn:

It is not the responsibility of the “cleaning company” to wash dishes; this would be done only upon specific request and when time allows, not interfering with other cleaning needs of the church.

3. **PAYMENT.** Abernethy Memorial UMC agrees to pay Mrs. Glenn as follows: \$1,375.00 per month due on the fourth Thursday of each month. Payment will be made by check.

In addition to any other right or remedy provided by law, if Abernethy Memorial UMC fails to pay for the services when due, Mrs. Glenn has the option to treat such failure to pay as a material breach of this Contract, and may cancel this Contract and/or seek legal remedies.

4. **WARRANTIES.** Mrs. Glenn shall provide services and meet obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in Mrs. Glenn’s community and region, and will provide a standard of care equal to, or superior to, care used by service providers similar to Mrs. Glenn’s on similar projects.

5. **TERM.** This Contract will terminate automatically on December 31, 2015
6. **INDEMNIFICATION.** Mrs. Glenn agrees to indemnify and hold Abernethy Memorial UMC harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Abernethy Memorial UMC that result from the acts or omissions of Mrs. Glenn's and/or her employees, agents, or representatives.
7. **DEFAULT.** The occurrence of any of the following shall constitute a material default under this Contract:
  - a. The failure to make a required payment when due.
  - b. The insolvency or bankruptcy of either party.
  - c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
  - d. The failure to make available or deliver the Services in the time and manner provided for in this Contract.
8. **REMEDIES ON DEFAULT.** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.
9. **FORCE MAJEURE.** If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.
10. **CONFIDENTIALITY.** Mrs. Glenn, and her employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Mrs. Glenn, or divulge, disclose, or communicate in any manner, any information that is proprietary to Abernethy Memorial UMC. Mrs. Glenn and her employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.
11. **NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the addressed listed above or to such other address as one party may have furnished to the other in writing. The notice shall be deemed received when delivered or signed for, or on the third day after mailing if not signed for.

**12. ENTIRE CONTRACT.** This Contract contains the entire agreement of the parties regarding the subject matter of this Contract, and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

**13. AMENDMENT.** This Contract may be modified or amended if the amendment is made in writing and signed by both parties.

**14. SEVERABILITY.** If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provisions of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**15. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**16. APPLICABLE LAW.** This Contract shall be governed by the laws of the State of North Carolina.

Service Recipient:  
Abernethy Memorial United Methodist Church

By: \_\_\_\_\_  
Jerry Lamb  
Chair – Abernethy Memorial UMC Trustees

Service Provider:  
Mrs. Dorothy Glenn

By: \_\_\_\_\_  
Dorothy Glenn

Job Description: Part-time sexton

Hours: Less than 30 hours a week (days vary)

Purpose: assist and work with the Head and Assistant Sextons as they perform their duties in service to Trinity UMC in operation and maintenance of the building.

Qualifications: This position requires organizational skills, good listening skills, a willingness to perform whatever job is given, the ability to work without direct supervision and take the initiative when the situation requires it, an attention to detail, and the ability to work with others.

Responsibilities: as dictated by the Head and Assistant Sextons and on written job lists  
The part-time sexton assists the team in completing the following tasks on a daily/nightly basis, whatever schedule s/he might work:

- Dusting, sweeping and wet mopping floors and stairwells
- Cleaning, disinfecting and restocking restrooms
- Vacuuming rugs/carpets
- Dusting and cleaning furniture, moldings, pews, window sills, doorsills, etc.
- Cleaning windows and other glass surfaces
- Wiping down tables, countertops, etc. with disinfectant
- Assist church members and outside groups with setting up or rearranging tables and chairs, podiums, etc. when needed for functions/events/meetings.
- Carry out daily cleaning duties in the TNSK including the above tasks
- In the morning, unlock and open building and/or classroom doors prior to meetings, turn on lights as needed. Disable alarm upon arrival.
- At night, close and lock building and/or classroom doors after meetings, ensuring lights are off. Walk around the building checking security. Activate alarm upon leaving.
- Performing a walk-thru after opening and before closing the building noting anything amiss
- Replacing lights as needed or informing the Head and Assistant Sextons of the need
- Making note of repairs/replacements (marks on walls, broken fixtures/windows) that are needed for the Head and Assistant Sextons.
- During heating season, operating and monitoring the boiler(s) and heating system, thermostats, and room temperatures. Turn on heat prior to meetings and turn off/down after the meetings are over.
- During warmer seasons, open windows and turn on fans to cool. Turn off fans and close windows after meetings/worship.
- May be called on to assist with outside vendors if the Head or Assistant Sextons are not available.
- Other duties as assigned.

**Job Description:** Sexton

**Reports to:** Head Sexton

**Hours:** Full-time or part-time

**Purpose:** To perform custodial work to enhance the cleanliness and maintenance of Trinity United Methodist Church.

**Qualifications:** This position requires strong custodial and maintenance skills, as well as the ability to work well with others. The employee must be able to coordinate projects and adjust schedule to meet emergency needs. This position requires good physical health and strength required for such activities as heavy lifting, climbing ladders, pushing, and pulling.

**Responsibilities:** The sexton is a member of the Trinity staff, supervised by the Head Sexton and responsible to the Church Administrator and the Pastor. The Sexton is bound by confidentiality.

- Perform all responsibilities assigned by the Head Sexton
- Competently complete each task specified
- Follow all safety and security procedures of the church
- Be proactive in maintaining and securing the building
- Be available to work for special functions and programs, such as evening services, weddings, and funerals
- Display professional demeanor at all times
- Ensure the safety and comfort of those in the building by checking room set-up, handling equipment or plumbing emergencies, unlocking doors and offering directions, and directing people in case of emergencies or alarms

Examples of the type of tasks sextons will be required to perform include, but are not limited to:

- Room set up and take down
- Cleaning and stocking bathrooms
- Mopping, sweeping, and vacuuming all floor surfaces, as needed
- Cleaning all classrooms, offices, meeting and locker rooms, and worship spaces, as needed
- Checking and replacing lighting, as needed
- Turning appropriate lighting off and on
- Monitoring and regulating appropriate heating and cooling



11/7/12

Job Description: Assistant Sexton

Hours: 40 hours a week (days vary)

Purpose: Assist and work with the Head Sexton in the operation and maintenance of the building.

Qualifications: This position requires self organizational skills, the ability to follow directions and work alone without direct supervision, take the initiative when required and work with others.

Responsibilities: (As directed by the Head Sexton and on the written job lists)

The Assistant Sexton provides routine custodial and maintenance tasks, in maintaining the cleanliness, sanitary and safe conditions and appearance of the Sanctuary, meeting rooms, church offices, halls, stairways and the Trinity Nursery School classrooms.

Assist church members and outside groups and others by unlocking doors, carrying in things, or procuring various items needed such as extension cords, screens, extra tables, etc.

Carry out routine daily cleaning of the Trinity Nursery School classrooms and coat rooms including vacuuming floors, rugs and window sills, dusting, wet mopping of floors, washing of tables and other surfaces and emptying trash.

Carry out routine daily cleaning of the rooms used by outside Summer programs, such as Square One including vacuuming floors, rugs and window sills, dusting, wet mopping of floors, washing of tables and other surfaces and emptying trash.

Dust mopping or vacuuming hall floors, damp mopping hall floors, dusting window sills, removal of cobwebs.

Vacuuming and damp mopping entry halls and stairs.

Cleaning and disinfecting of toilets, urinals, sinks and floors, checking and replenishing paper goods and soap.

Setting up tables and chairs for meetings and events, monitoring the event in case the people need assistance, taking down the setups and cleaning the floors and rugs afterwards, returning premises to a neat and orderly state following services and events, disposal of rubbish.

Opens and unlocks doors before and after events and meetings, turning lights on

and off as needed.

Replaces burned out light bulbs and/or informs the Head Sexton.

Noticing and cleaning of areas not on the written job list, and finding extra things that need to be cleaned.

Noticing stock levels of cleaning supplies to remind the Head Sexton.

Makes note of things broken to be repaired or replaced, marked up walls, broken paper dispensers, leaking pipes, etc., for the Head Sexton.

Walking through the building before closing the building at night, securing unlocked doors, checking the outside of the building for security.

Is responsible for the securing of the building at night, locking of doors, outside lights turned on, shutting of windows and activation of alarm upon leaving.

During the heating season, operating and monitoring the boiler(s) and heating system, thermostats, room temperatures, etc., checking that rooms to be used are warmed up before the meetings start, and that thermostats are turned back down after the meetings are over.

During the warmer season, opening doors and windows and turning on fans for cooling.

May be called upon to assist outside contractors if they arrive when the Head Sexton is off or not available.

(See attached sheets)

11/7/12

### Assistant Sexton proposed schedule

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Sunday: 7 - 3 (afternoon & evening covered by part time sexton)  
Monday: OFF (covered by part time sexton)  
Tuesday: OFF (covered by part time sexton)  
Wednesday: 2 - 10  
Thursday: 2 - 10  
Friday: 2 - 10  
Saturday: 8 - 3 (extra help or later hours when needed covered by  
part time sexton)

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