

Camp Hill UMC Job Description

January 2026

Position Title: Custodian

Supervisor: Church Facilities Manager

Classification: Part-Time, Hourly (up to 30 hours per week)

Schedule: Flexible day or evening hours; occasional nights or weekends as needed

Purpose of the Position

The Custodian supports the ministry of Camp Hill United Methodist Church by maintaining clean, safe, secure, and welcoming facilities for worship, church programs, staff, and community use.

Core Competencies & Personal Characteristics

- Works collaboratively and respectfully with church staff, ministry leaders, and volunteers
- Demonstrates reliability, initiative, and attention to detail
- Communicates clearly and contributes to a positive, team-oriented work environment

Responsibilities:

- Maintain the cleanliness, safety, security, and overall appearance of all interior and exterior church facilities
- Complete daily, weekly, and monthly custodial tasks, as well as special projects as assigned
- Ensure effective facility use by providing timely and accurate set-up and tear-down of rooms for meetings and other special events
- When appropriate, coordinate with and supervise volunteers assisting with facility care, ensuring quality and consistency of work and helping to build servant-volunteer teams
- Work cooperatively with other church staff to support ministry goals and to fulfill the vision and mission of Camp Hill UMC
- Perform other related duties as requested by the Facilities Manager, Lead Pastor, or other ministry leaders

Qualifications:

- Experience in commercial or institutional custodial services preferred
- Basic familiarity with Google Workspace (email, shared calendars, documents), or willingness to learn
- Ability to interact positively with individuals of all ages and backgrounds
- Strong organizational and time-management skills

Physical Dynamics of Position:

- Ability to lift and/or carry up to 50 pounds
- Ability to bend, stoop, climb stairs and ladders, and perform physical tasks typical of custodial work

Schedule & Flexibility

Must be available to occasionally work outside of regular hours, including evenings or weekends, as ministry needs require

Clearances & Compliance

All Camp Hill UMC staff are required to submit the following clearances, all showing no reportable incidents:

- **PA State Police Criminal History Report**
- **PA Department of Human Services Child Abuse Certification**
- **FBI Criminal History Report**

Please refer to the church's Safe Sanctuaries Policy for full details.