

**Job Description ~~ Night Custodian**  
**St. Paul's United Methodist Church; Rochester, Michigan**  
*(Revised: October 31, 2022)*

<b>JOB TITLE:</b>	Night Custodian
<b>JOB TYPE:</b>	Hourly
<b>REPORTS TO:</b>	Facilities Manager

**Job Summary:** General light custodial work throughout the church building. Responsible for security of the building during evening work hours.

**Essential Duties and Responsibilities:**

1. Building Security
  - a. Unlocking and locking the building as scheduled
  - b. Building Security
  
2. Light Custodial Work:
  - a. Light custodial work and trash removal
  - b. Snow and Ice removal as needed

**Additional Responsibilities:**

- Duties as assigned by the Facilities Manager
- Fill in occasionally or cover a shift if needed

**Skills Needed:**

1. Must be able to work independent of direct supervision. Must be able to take direction via phone, note, or other indirect means.
2. Reliable and trustworthy, as the security of the building and its contents depend on it.

**Work Hours:**

- Hours from 4 p.m. – 8 p.m. Sunday evenings