

Jarrettown United Methodist Church
1460 Limekiln Pike
Dresher, PA 19025
Jarrettown.Church

Part-Time Custodian
April 2026

GENERAL DESCRIPTION: Jarrettown UMC is an energetic, mission-focused church located in the Philadelphia suburbs. We have an opening for a part-time custodian, 12-15 hours per week, who will keep the church facilities clean, provide set-up and tear down for special events, care for minor maintenance needs, and occasionally assist with issues on the grounds. The custodian serves a vital role in helping JUMC provide a safe and welcoming environment for its congregation, as well as members of the community who use our facility for meetings and events.

KEY RESPONSIBILITY—Church cleaning: Follow a schedule that includes weekly bathroom, sanctuary and common area cleaning; less frequent cleaning of offices, classrooms, and fellowship spaces; and seasonal deep cleaning. Also provide cleaning service for the Ark (our historic building at the front of our property) as needed, typically once a month. Gather trash and take to dumpster regularly. Alert office administrator when supplies are needed and when any maintenance issues are found.

KEY RESPONSIBILITY—Special events: Support church staff with set up and take down for special events, including fellowship meals, special choir performances, outreach/mission projects and community activities. Post publicity signs and banners along the road. Assist with seasonal decorations. Keep seasonal item storage areas organized.

KEY RESPONSIBILITY—Indoor maintenance: Work with JUMC Board of Trustees to address minor maintenance issues, such as changing light bulbs, emptying dehumidifiers, touching up wall paint, and performing miscellaneous odd jobs as able.

KEY RESPONSIBILITY—Outdoor maintenance: Supplement the work of our paid landscaping contractor (who mows the grass and also provides snow removal) to keep walkways, play areas, garden and grounds safe and attractive. Duties may include annual shrub trimming, occasional salting and light snow shoveling, removing minor tree debris, disposing of out-of-date cemetery decorations, and keeping the maintenance shed organized. Additional compensation will be provided when custodian digs holes for cremated remains (12" by 12" by 20").

KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of cleaning techniques and attention to detail
- Ability to work with minimal supervision
- Appreciation for the varied schedule of the church week to week, prioritizing tasks based on church needs
- Willingness to work cooperatively with staff and volunteers
- Compliance with Safe Sanctuary policy, including criminal and abuse background checks
- Commitment to addressing conflict in a healthy manner.

COMPENSATION: This is a part-time, twelve months a year, hourly position. A time card is to be submitted to the finance director twice monthly. No other benefits are available. See the Jarrettown Employee Handbook for additional information.

ACCOUNTABILITY: The Custodian is directly accountable to the Pastor and church personnel committee, which we call Staff Parish Relations Committee (SPRC).

SAFE SANCTUARY POLICY: All Jarrettown UMC employees must complete required background checks and keep them updated according to our Safe Sanctuary policy (currently, updates are required every five years). The two unrelated adult rule will be followed at all times when working with children and vulnerable adults.