



Kingswood United Methodist Church  
401 W. Dundee Road, Buffalo Grove, IL 60089  
[www.kingswoodumc.com](http://www.kingswoodumc.com) 847.398.0770

**Position:** Weekend and Part-Time Janitor  
**Reports to:** Church Administrator **Liaison with:** Lead Janitor  
**Part-Time Position:** 10 -12 hours per week average mostly on Saturday and Sunday.  
**Salary:** Hourly \$11-12/hour

**Job Summary:** The Custodian is responsible for performing general janitorial services for the church primarily focusing on the building cleaning and regular upkeep. Maintaining an efficient and pleasant building environment for all staff and visitors. Opening and closing the building at scheduled times over weekends and supplementally. Some additional hours are required for special events certain times of the year.

**Primary Responsibilities:**

- Provide basic janitorial service for church
- Prepare rooms for use based on information from Lead Janitor
- Lock/unlock the building as scheduled
- Report any damage immediately
- Additional tasks and special cleaning projects as needed
- Proactively identify and respond to building maintenance needs

**Required Skills:**

- Strong performer with good attendance and timeliness.
- Highly motivated, reliable and able to meet deadlines.
- Good communication and prioritization skills
- High school diploma or GED

**Job Conditions/Physical Requirements:**

- Part-time
- Ability to work evening or weekend hours
- Ability to lift 10-50 lbs

**APPLY** by sending an email or letter with resume to:

Elizabeth Hicks, Church Administrator  
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401 W. Dundee Road  
Buffalo Grove, IL 60089  
[ehicks@kingswoodumc.com](mailto:ehicks@kingswoodumc.com)