

Grace United Methodist Church Naperville

Position: Weekend Custodian & Building Host

Reports to: Business Operations Facilities Manager

Status: Part-time, hourly

Location: Onsite at 300 E. Gartner Rd., Naperville, IL 60540

Hours: approximately 16 hours per week

Schedule: Saturdays and Sundays at 8:00AM to 4:00PM. Flexibility required for special services and events, including funerals, weddings, and seasonal church events.

Compensation: \$21 per hour



Position Summary

Grace United Methodist Church is seeking a dependable and service-oriented Weekend Custodian & Building Host to help maintain a clean, safe, and welcoming church environment. This role supports weekend worship services, meetings, and special events by providing custodial care, hospitality support, and building oversight. The ideal candidate takes pride in their work, is friendly and helpful to members and guests, and is able to work independently.

Key Responsibilities

Custodial & Building Care

- Perform general custodial duties for all areas of the church, including:
 - Sanctuary, classrooms, offices, fellowship spaces, and common areas
 - Restrooms (cleaning, sanitizing, and restocking supplies)
- Empty trash and recycling throughout the building
- Sweep, mop, vacuum, and maintain floors
- Clean and sanitize high-touch surfaces
- Report maintenance or safety concerns to church staff
- Perform snow and ice removal from entrances, walkways, and sidewalks during winter months as needed
- Other duties as assigned

Building Host & Hospitality Support

- Greet and assist staff, members, guests, and visitors as they enter the building
- Unlock and open rooms for scheduled meetings, classes, and events
- Provide basic assistance and directions to building users
- Serve as an on-site point of contact during weekend activities

Event Support

- Set up and tear down tables, chairs, and room layouts for services, meetings, and events
- Provide custodial and building support for funerals, weddings, and special church events as needed
- Ensure spaces are properly cleaned and reset following events

Qualifications & Skills

- Must be at least 21 years of age
- High school diploma or equivalent (GED) required
- Strong verbal communication skills

- Ability to perform physical work, including lifting, standing, bending, and walking for extended periods
- Ability to safely lift and move tables, chairs, and equipment
- Reliable, punctual, and self-motivated
- Friendly, respectful, and comfortable interacting with staff, church members, and guests
- Ability to work independently and follow schedules and instructions
- Willingness to work weekends and occasional extended hours for special events
- Previous custodial or facilities experience preferred but not required

Working Conditions

- Indoor and outdoor work, including exposure to weather during snow removal
- Use of standard custodial equipment and cleaning supplies

How to Apply

Interested candidates should submit a resume to Patti Cash at patti.cash@peopleofgrace.org.