

HEAD CUSTODIAN
ST. JOHN'S LUTHERAN CHURCH

The Head Custodian is responsible for the maintenance and appearance of the buildings and grounds belonging to the congregation. In addition, the person in that position plays a key role in making the people who use our facility feel at home and welcome, and at that point, is a key person in the ministry of our St. John's family.

RESPONSIBILITIES

1. Supervise and coordinate the work of assistants and volunteer help in work done on the buildings and grounds.
2. Schedule work and hours in the custodial department.
3. Order cleaning products and other supplies used in the maintenance of the building, property, and equipment.
4. Attend weekly staff meetings, any scheduled property committee meeting.
5. Be present, on assigned weekends, for church services one hour before the first service begins, unless needed earlier, ie. because of snow.
6. Maintain the security of the building by seeing that doors and windows are locked, lights are out, and the security alarm is set.
7. Ensure that there is custodial coverage on Sundays, when required for regular programming, and for special occasions, such as weddings, receptions, funerals, etc.
8. Assist staff and church members in preparing rooms, providing equipment, and making arrangements for meetings and other events as needed.
9. Conduct an annual evaluation for supervised employees as outlined in the personnel policies.
10. Prepare a budget proposal for each year, covering line items related to assigned areas, ie. Repairs and Maintenance. The head custodian will work with the Sr. Pastor and Property Committee on major repairs to property.
11. Develop and maintain maintenance schedules for the building and associated equipment, and to file manuals and literature on same.
12. Perform or supervise the performance of those specific duties outlined in Exhibit "Alt.
13. Oversee remodeling projects/architects and contractors.
14. Clean furnace boiler.
15. Be familiar with and function within the guidelines of the Lay Staff Handbook and Policies of St. John's Lutheran Church.

PERQUISITES

The custodial staff will receive a fee for working special events where use of the church is approved but the hours are not considered to be on church time. These fees are as outlined below, and are subject to periodic review.

a. Weddings:

The Custodian assigned to work a given weekend will cover the weddings that occur. They are expected to be present one hour before the wedding begins and to be present and available during the wedding and reception if there is one.

Fees:	Private wedding (no rehearsal)	\$20.00
	Wedding only	\$60.00
	Wedding and reception	\$95.00

- b. Other receptions, ie. anniversaries: \$40.00 for 2 hours
Duties as outlined above and \$10.00/hours over

c. Other events approved by the church council:

When special events are held at St. John's by outside groups who have approval from the church council, fees and responsibilities will be negotiated between the Head Custodian, the group, and the Sr. Pastor. See item 6.

d. Funerals:

There is no fee for working funerals. However, when they are scheduled at times other than normal working hours for the custodial staff, compensatory time off may be taken.

SUPERVISION

1. The Head Custodian is responsible to the Sr. Pastor.

REMUNERATION

EXHIBIT “A”

A. Building Maintenance

1. Keep floors clean sweeping, mopping, stripping, waxing, buffing.
2. Vacuum/Shampoo carpeted areas.
3. Dusting.
4. Cleaning windows.
5. Setting up chairs, tables etc. for special activities, in circles, etc.
6. Open and close up class rooms as needed.
7. Check windows, lights, and for people left in building when leaving.
8. Order necessary supplies.
9. Check heating fuel supply regularly.
10. Turn security system on and off as needed, check system as needed.
11. Painting as needed.
12. Caulking and weather stripping as needed.
13. Plumbing repair dripping faucets, unclog drains, etc.
14. Carpentry.
15. Basic electrical, repair cords, replace fuses, reset breakers.
16. Replace bulbs.
17. Clean carpets as needed.
18. Keep faucets clean.
19. Take out garbage as needed.
20. Clean restrooms; Toilets, sinks, walls, urinals, mirrors, floors, etc.
21. Dust and sweep stairwells.
22. Boiler; Bleed rejusters, clean convectors, bleed oil system, change oil filters, adjust thermostats as needed.

23. Set up Easter Cross.
24. Run kitchen equipment.
25. Change church banners as needed.
26. Replace window glass and screens.
27. Check fire alarms and extinguishers as needed.
28. Keep a current list of who to call for orders, and repairs on electrical, heating, carpentry, plumbing, elevator, and phone problems.
29. Check in and out at all times.
30. Keep elevator doors and walls clean.
31. Keep dispensers full of soap, towels, air fresheners as needed.
32. Keep humidifiers on pianos and in other areas full of water.
33. Clean chairs, tables and chalkboards.
34. Keep accurate records.
35. Related items as needed.

B. Outside Maintenance

1. Cut and water grass, edge sidewalks, curbs, remove or spray weeds, remove unwanted plants, branches, etc.
 2. Trim shrubs and trees.
 3. Remove snow from sidewalks, steps and entryways.
 4. Salt or sand where slippery.
 5. Direct snow removal from parking lots.
 6. Keep maintenance equipment in operating order, ie. trimmer, snow blower, and lawn equipment. Change filters, oil, grease, check fluid levels.
- Remove water from flat roofs, seal and repair as needed.
8. Caulking.

C. Accountability and Miscellaneous

1. Supervise assistant custodian, parttime help and volunteers.
2. Cooperate with pastors, office staff, council committees.
3. Advise assistant custodian, parttime help, volunteers, committees.
4. Enforce, work, hours etc. for assistant custodian and parttime help.
5. Maintain supply inventories.
6. Schedule work.
7. Establish and maintain systems of communication with pastors, office staff, youth, members, public, committees.
8. Other as needed.