

## ASSISTANT CUSTODIAN ST. JOHN'S LUTHERAN CHURCH

The assistant custodian helps the Head Custodian maintain the church property and building. This person is to have a high P/R level with all people coming to St. John's. Should work with staff and organizations related to St. John's as directed by the Head Custodian or the Sr. Pastor.

### RESPONSIBILITIES

1. To do the work assigned by the Head Custodian.
2. To attend weekly staff meetings.
3. To be present for church services per assigned weekend schedule,
4. To maintain security of the building by locking doors, windows closed, lights off and alarm is set.
5. To be available for weddings, funerals, receptions, etc. as assigned.
6. To assist staff and other St. John's organizations for their needs.
7. Assist Head Custodian as needed.
8. Be familiar with and function within the guidelines of the Lay Staff Handbook and Policies of St. John's Lutheran Church.

### SUPERVISION

1. The assistant custodian is first responsible to the Head Custodian.
2. The custodian is second responsible to the Sr. Pastor.

## EXHIBIT "A"

### A. Building Maintenance

1. Keep floors clean sweeping and mopping.
2. Vacuum carpeted areas.
3. Dusting.
4. Cleaning windows.
5. Setting up chairs, tables for various or special activities, circles, etc.
6. Open and closing of class rooms.
7. Checking windows, lights before leaving, also for anyone in the building.
8. setting alarm on/off.
9. replace bulbs.
10. Keeping faucets clean.
11. Taking garbage out.
12. Cleaning restrooms Toilets, sinks, walls, urinals, mirror, floor, etc.
13. Dusting and sweeping stairwells.
14. Setting up Easter Cross.
15. Run kitchen equipment.
16. Changing Banners.
17. Keeping elevator doors and wall clean.
18. Keep dispensers full of soap, towels, air fresheners.
19. Filling piano humidifiers.
20. Cleaning chairs and tables, chalkboards.
21. Assist with floor stripping and all other floor work as needed per Head Custodian.

### B. Outside Maintenance

1. Cut and water grass when instructed.
2. Remove snow from sidewalks and steps, entryway.
3. Salted or sanded where slippery.