

Immanuel Lutheran Church

Job Description

Job Title: Custodian

Year(s): 1995-2000

Reviewed by: Personnel Committee

Next Review Date: September 2001

Responsibilities

- A. Primary Function: to maintain the congregation's building in good physical condition with a clean and neat appearance.
- B. Summary of weekly duties
 - 1. *Before Service on Sundays* thoroughly clean the building
 - i. Nave: dust mop floors, align furniture
 - ii. Narthex: vacuum carpets and entryway rugs, clean drinking fountains, dust horizontal surfaces, wipe furniture; clean windows,)spot clean walls, replace light bulbs (as needed)
 - iii. Library and Classrooms: vacuum carpets, dust horizontal surfaces, wash tables, dump garbage; clean windows, spot clean walls, replace light bulbs (as needed)
 - iv. Preschool room: vacuum carpets, dust horizontal surfaces, wash tables, dump garbage; clean windows, spot clean walls, replace light bulbs (as needed)
 - v. Luther Hall: vacuum carpet, dust horizontal surfaces, wipe tables; clean windows, spot clean walls, replace light bulbs (as needed)
 - vi. Offices: vacuum carpet, take out garbage, dust horizontal surfaces; clean windows, spot clean walls, replace light bulbs, empty garbage cans (as needed)
 - vii. Kitchen: empty garbage cans and change liners, sweep and wet mop floor using proper cleaning solution
 - viii. Bathrooms: Dump garbage, check paper towels, toilet paper and hand soap, clean urinals and stools, clean sinks and mirrors, wet mop floor using hot water and appropriate cleaning solution, flush floor drain with hot soapy water
 - ix. Nursery Room: Diaper changing area and sink should be cleaned with a strong cleaning solution.

2. *After church on Sunday* get building ready for weekday visitors
 - i. Nave: pick-up litter and straighten-up
 - ii. Narthex: vacuum traffic areas and entryway rugs, wipe drinking fountains
 - iii. Library and Classrooms: pick-up and straighten up
 - iv. Preschool room: pick-up and straighten up.
 - v. Luther Hall: touch-up carpet
 - vi. Nursery: Empty diaper garbage right away.
 - vii. Kitchen: check floor and sweep as needed
 - viii. Bathrooms: check paper towels, toilet paper and hand soap; clean urinals and stools, wipe sinks and mirrors (as needed)
3. *Wednesday evenings* after confirmation
 - i. Narthex: touch up traffic areas and entryway rugs, pick-up and straighten up
 - ii. Classrooms: check
 - iii. Luther Hall: touch up carpet
 - iv. Offices: touch up carpet traffic areas, take out garbage, empty pencil sharpeners
 - v. Kitchen: empty garbage cans and change liners, sweep and/or wet mop floor using proper cleaning solution (as needed)
 - vi. Bathrooms: Dump garbage, check paper towels, toilet paper and hand soap, pick-up and straighten up.
4. *Before other events*: make sure things look neat and clean, check with people involved for special set up instructions
5. *After other events*: make sure things look neat and clean

C. Periodic Duties

1. Maintain and order cleaning supplies.
2. Set up furniture required for church activities.
3. Check furnace filters monthly throughout heating and air conditioning season.
4. Arrange for carpet cleaning and washing of nave windows when needed.
5. Keep track of the condition of the building and advise the pastor or the council when repairs need to be done.
6. From time to time special cleaning may be required before and

after weddings. For member wedding put these hours on your time sheet. For non-member weddings arrangements will be made for you to be paid \$50.00 (\$75.00 if the nave wall has to be moved).

7. Other appropriate duties as needed.

Terms of Employment

- A. Compensation: \$0.00 per hour on submission of monthly time card from which required withholding will be deducted.
- B. Those using the building are expected to use good judgment and to minimize damage, soiling and to clean up spills and messes. Nevertheless when ever the building is occupied normal dirt and clutter accumulates. Clean-up and maintenance are the ultimate responsibility of the custodian. The appearance of the building is important to us all. The custodian should consult with the pastor about problems that arise with groups using the building.
- C. We will provide you with a periodic review of the job description and assist you in goal setting.
- D. We will support you with Christian love and prayers.

We have reviewed this job description.

(Custodian)
(Custodian)
(Personnel Committee Representative)

(Date)
(Date)
(Date)