

CUSTODIAN FOR FIRST ENGLISH LUTHERAN CHURCH – CANNON FALLS

Reports to: Pastor

Hours: approximately 5-10 hrs./week (flexible); pay starting at \$15/hr., commensurate on experience/qualifications

Start Date: ASAP

Preferred qualifications: 18+ years of age, high school graduate, and custodial experience

General Summary – Ensure that the church is clean and neat before primary church activities.

Essential Weekly Duties and Responsibilities for entrances, gathering areas, sanctuary, fellowship hall, offices, kitchen & bathrooms:

- Vacuum carpeted floors
- Empty waste baskets: weekly garbage pick-up on Tuesdays and biweekly recycling pickup on Wednesdays
- Dust and mop tile floors in entries and kitchen
- Clean glass on entries and doors as needed
- Dust horizontal surfaces including top of organ, soundboard, etc.
- Ensure general tidiness
- Inform pastor and property committee of any noted maintenance issues (light bulbs that need changing, property damage, plumbing issues, etc.)
- Clean and sanitize toilet bowls, urinals, and sinks
- Sweep, mop and sanitize bathroom floors
- Refill bathroom and kitchen soap dispensers, paper towels and toilet paper as needed
- Clean and sanitize bathroom doors and partitions
- Keep custodial closet and cupboards clean and orderly at all times

Help develop and facilitate monthly and annual cleaning projects including but not limited to:

- Remove dust and cobwebs from ceiling and other areas as needed
- Check all furnaces, water heaters, air conditioners to make sure they are in working order – contact pastor and property committee with any issues
- Dust and clean any light fixtures as needed
- Help organize and schedule annual deep cleaning of major areas
- Vacuum and clean rooms less frequently used (Sunday school & youth rooms, etc.)

Custodian will be in contact with either Pastor or Office Administrator at least once a week for updated information on church schedule and activities. Custodian will meet with Pastor monthly to go over schedule and will communicate availability regularly.

Custodian is responsible for providing the office a list of supplies needed. Major supply needs (i.e. vacuum cleaners, etc.) must go through church council via Pastor and Property Committee.