

Our Savior's Lutheran Church

Job Description

N6450 530th ST.
Beldenville, WI 54003

Job Title: Church Custodian

Revision Date: 7/15/2020

Accountable to: Executive Committee/Council

Job Status: Part time paid position

Salary Range: \$12-\$17/Hour

Job Summary: Continuous maintenance; providing a clean, neat, orderly building, ready for any of the on-site ministries or activities that are scheduled.

Duties and Responsibilities

Sunday Service

- The custodian is responsible for having the church clean and in good order for all worship services in addition to:
 - Opening the church by 7:30AM on Sunday mornings
 - Turn on the lights and turning on the sound system.
 - Return hymnals to proper order after services.

Weekly

- General weekly cleaning includes:
 - Clean kitchen and restrooms
 - Vacuum and dust
 - Sweep and mop floors
 - Wash windows, etc.
 - Empty all wastebaskets
 - Replace plastic liners in wastebaskets
 - Place garbage in dumpster
- The basement must be ready for Wednesday night events each week.
- The custodian shall return tables, chairs, books, materials, and similar items to their proper place.
- The custodian must keep restrooms supplied with toilet paper, soap, and paper towels as needed.
- The custodian shall change light bulbs as necessary.
- The custodian shall be responsible for notifying the administrative assistant to order cleaning supplies/products when necessary.
- The custodian should do any small/minor repairs and advise the Church President of any major building repairs or maintenance needs.
 - Replace furnace filters on a recommended schedule.
 - Check dehumidifiers and clean as necessary for seasonal use.

Seasonal Maintenance

- Clear snow from sidewalks and doorways by shoveling or use of provided snow blower for a set fee of \$25.00/snow fall.
 - Spread salt on icy surfaces as needed.

Special Events

Church Council reviews and determines set payment for the following special events listed below.

- Funerals
 - The custodian is expected to clean the church before and after funerals.
 - The custodian shall open the church, upon requested time.
 - The custodian is not responsible for making sure the church is locked afterwards.
 - Set payment of \$ 75.00 for satisfactory completion.

- Weddings
 - The custodian is expected to clean the church before and after the wedding.
 - The Custodian is responsible for opening the church, upon requested time.
 - The custodian is not responsible for making sure the church is locked afterwards.
 - Set payment of \$75.00 for satisfactory completion.

Knowledge/Skills

I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH. I ACCEPT THE POSITION OF CHURCH CUSTODIAN AND AGREE TO ABIDE BY THE REQUIREMENTS SET FORTH AND WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature:	Date:
------------	-------

Make document revisions in italics and list change dates below.