

**Immanuel Lutheran Church
Washington, Iowa**

CHURCH CUSTODIAN JOB DESCRIPTION

PRIMARY FUNCTION

To clean and provide a neat and orderly church building and to assist the church in its many ministries.

RELATIONSHIPS

The custodian works under the day to day supervision of the pastor. The custodian is also accountable to the Church Council through the Property Committee. The Property Committee will work cooperatively with the custodian on repairs and maintenance issues as they arise.

RESPONSIBILITIES

Sanctuary

Weekly vacuuming, dusting of pews, furniture, polish piano, clean windowsills, clean windows in between Sanctuary and Narthex (both sides).

Sacristy

Dusted every other week (doors, corners, etc.) The sink and counter is cleaned every week and wet mop the floor once a week.

Choir Loft

Vacuumed every other week and dusting is done every week.

Hallways, Cloakrooms and Narthex

Vacuumed weekly dusted weekly.

Fellowship Hall

Tables and chairs are dusted, cleaned and straightened once a week. The floor is vacuumed once a week. Light spot removal is done on small stains. Window sills are dusted and window screens cleaned. All items hanging on the walls are righted and dusted. The tile floor is mopped once a week unless otherwise needed.

Kitchen

All kitchen surfaces will be cleaned as needed. The counters need to be wiped and straightened daily (Monday – Friday). The floor is to be mopped at the end of the week. Paper towels for the kitchen need to be kept supplied at all times.

Restrooms and Drinking Fountain

All five restrooms are to be dusted, floors, sinks and toilets are cleaned at the beginning of the week. Restroom soap containers are to be kept filled along with the towels. They may need cleaned more often if the church is used a lot during the week (i. e. Lenten meals and services). Drinking fountain is cleaned weekly.

Pastor & Secretary Offices

Each office is dusted and vacuumed weekly.

Classrooms, Conference Room, Adult Classroom, Nursery, HOPE Room, Library

These rooms are dusted and vacuumed weekly. During the summer months the classrooms are done on as needed basis. The conference room and nursery remain on the weekly schedule all year.

Entrances and Doors

The tile floors are mopped weekly. The glass doors are to be cleaned inside and outside (outside ones are done when the temperature is above 50° F. The concrete approaches to the doors are to be swept weekly weather providing. All entrance mats are vacuumed weekly and oftener if needed.

Baptismal Font

All water is removed every other week, cleaned and refilled. Upon a scheduled baptism, the font is double checked for water and temperature.

Entire church building

Dust down corners of walls and doors every other week.

Waste

Trash is emptied weekly from wastebaskets or oftener if needed. Replace plastic liners in wastebaskets as needed. Trash is placed in the outside receptacles for pickup. Recycling is placed in the bin in the kitchen and picked up.

Funerals

Clean church before and after funerals. Set up the church for a funeral as directed by the Pastor.

Weddings

Clean church before and after a wedding. The custodian will be paid directly by the couple being married per the fee established by the Church Council.

Meetings

Set up for meetings during the week as needed. The custodian will check the church calendar for a schedule of meetings and other church events. Specific requests will be directed to the custodian as they arise.

Large and Small Repairs

Do any small repairs as needed if possible. If additional help is needed, contact the Property Committee for assistance. Advise Pastor and/or Property Committee of any major repairs and maintenance items.

PHYSICAL DEMANDS

While performing the duties of this job, you will be regularly required to stand, walk; talk and hear, taste and smell. You will frequently be required to use hands to finger, handle, or feel and reach with hands and arms. Occasionally will be required to climb or balance, stoop, kneel, crouch or crawl.

You must be able to lift up to 10 pounds regularly, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance, color vision, depth perception and ability to adjust focus.