

Custodian
Lewis Valley Lutheran Church

Location: Lewis Valley Lutheran Church

Reports to: Pastor

JOB SUMMARY

A clean church building provides hospitality to those who enter the building and makes the space comfortable and clean for worship and ministry activities. The building is a part of the mission of the church. The Custodian cleans and maintains the spaces within our building.

ESSENTIAL FUNCTIONS

CLEANING

- Clean and maintain cleanliness of the spaces within the church
- During the winter, paying special attention to the floors and mats for salt, sand, and footprints
- When there are Funerals, Weddings, or other special events, the Custodian will be contacted about any particular cleaning needs related to those events. The Custodian will receive additional compensation for extra cleaning before and after Funerals and Weddings from the family/funeral home.
- Each year there are 1 or 2 summer months where there is no worship at Lewis Valley. During those months there is less regular cleaning to do, so some of the less frequent cleaning tasks can be done during those months.
- See more in the Custodian Job Specifics, on the following pages

SUPPLY MANAGEMENT

- Maintain inventory of supplies
- Communicate with Administrative Assistant when more supplies need to be ordered
- Communicate needed equipment repairs or replacements to the Property Committee, the Administrative Assistant will provide the contact info for the current chairperson of the Property Committee

CORE COMPETENCIES

- Attention to detail
- Being self-motivated
- Ability to prioritize among many tasks
- Clear and open communication with church staff, members, and council

HOURS

4-6 hours/week

MINIMUM QUALIFICATIONS

Cleaning experience

PHYSICAL REQUIREMENTS

- Ability to lift/carry up to 25 pounds to move small pieces of furniture for thorough cleaning and maneuver vacuum cleaner
- Ability to occasionally bend, twist/turn, and reach above shoulders to dust and clean

Custodian Job Specifics Lewis Valley Lutheran Church

ENTRY/NARTHEX

Weekly:

- Mat - vacuum or take outside and pound out winter sand/salt
- Tile floor: sweep, vacuum corners, wet mop, get food out of cracks

Monthly:

- Doors - wash glass - wipe door frame
- Dust - coat racks, cabinet, ledges, cobwebs, etc.
- Wipe down tables, coat racks, mail boxes, etc.

Twice a year:

- Wipe down woodwork, railings, etc. with Murphy's oil soap - use Holloway lemon oil on wood as needed

LIBRARY

Weekly:

- Vacuum
- Empty garbage

Monthly:

- Wash table tops, straighten items on tables
- Dust windows, ledges, tables, pictures
- Check for cobwebs

Twice a year:

- Vacuum couch
- Wash windows
- Wash woodwork, doors, etc w/oil soap
- Clean glass on framed artwork

STEPS TO BASEMENT

Weekly:

- vacuum

Monthly:

- check for cobwebs in stairwell
- wipe hand rail

ALL RESTROOMS

Weekly:

- Empty garbage
- Clean stools inside and out
- Clean sinks
- Wash mirrors
- Sweep and wet mop floors
- Check supplies and refill; toilet tissue, paper towels, hand soap, paper cups, room spray

Monthly:

- Dust vents, pictures, under sinks, etc.

Twice a year:

- Wipe down doors, woodwork with oil soap as needed

CUSTODIAN/SUPPLY ROOM

Keep cleaned and organized

Monthly:

- Sweep, damp mop

SANCTUARY-ALTAR

Weekly:

- Vacuum carpet, check for spots
- straighten hymnals, remove any garbage
- Check pews for food crumbs, pens, pencils, garbage, etc.

Monthly:

- Dust window ledges, chairs, tables, railings, piano, organ, etc.
- Vacuum pew cushions
- Check for cobwebs & carpet stains

Twice a year:

- Clean windows

As needed:

- wash w/oil soap-rub w/lemon oil all pews, chairs, tables, railings, altar tables, window sills

COMMUNION ROOM

Weekly:

- Straighten room
- Wash/clean surfaces
- Clean out sink
- Check for bugs in windows and remove if found

COUNTING ROOM

Weekly:

- Empty garbage
- Vacuum floor, check for spots
- Straighten up
- Check for bugs in windows and remove if found

Monthly:

- Wash/clean table

DOWNSTAIRS HALL AND SUNDAY

SCHOOL ROOMS

Weekly:

- Empty garbage
- Vacuum carpet, check for spots
- Wipe tables
- Straighten chairs

Monthly:

- Dust needed areas and check for cobwebs
- Vacuum rugs by basement doors
- Straighten books and items on shelves

As needed:

- wash chairs, clean lights

OUTSIDE

Weekly:

- Sweep sidewalks (not in winter)
- Take garbage to dumpster

FURNACE ROOM AREA

Monthly:

- Dust things and check cobwebs
- sweep furnace room (bugs)
- Change furnace filters

KITCHEN

Weekly:

- Empty garbage
- Wipe countertops, stove tops, fridge
- Put things back in cabinets
- Check supplies; towels, soap, etc.

Monthly:

- Scrub sinks
- Sweep and mop floors
- Dust and check for cobwebs

As needed:

- move and clean behind stoves and frig. wash cabinets, w/oil soap, clean inside of frig, wipe walls down, wipe chairs, tables, etc.

WEDDINGS AND FUNERALS

- Be prepared to help move tables in the fellowship hall, if needed.

Before & After:

- Clean both upstairs & downstairs
- Clear tables and any clutter from area (upstairs & downstairs)
- Vacuum, sweep & mop floors
- Clean all restrooms
- Check pews for garbage, papers, etc. Straighten hymnals.
- Vacuum if needed
- Vacuum window sills
- Dust areas and check for cobwebs
- Wash glass doors in entry
- Clean bathrooms and check for supplies
- Empty garbage

After:

- Thorough check and cleaning of the kitchen
- put things back in place
- Check all areas - sanctuary, library, kitchen, restrooms, Sunday school room, etc. Contact church office if lost items are found.