

St Paul Lutheran Church
Job Description
Church Custodian

PURPOSE

The purpose of this position is to provide for the maintenance, cleanliness and security of the church facilities and grounds, and to support the mission and vision of St. Paul. The custodian is a valuable member of the church team.

REPORTING RESPONSIBILITIES

The custodian shall report to the Church Council, the Property Committee, and the Pastor, with oversight from the Personnel Team. The Pastor shall serve as the primary supervisor. Semi-Annual reviews shall be conducted by the Pastor, and the Personnel Team.

QUALIFICATIONS

- High School diploma or GED required
- Dependable, responsible and self-motivated
- Good communication skills
- Ability to maintain confidentiality
- Prior maintenance/custodial experience preferred
- Ability to complete physical labor, including but not limited to: bending, lifting, climbing, and moving heavy objects. Must be able to lift a minimum of 25 pounds
- Excellent organizational skills
- Flexibility to adjust schedule to meet the needs of the church
- Understanding of safe/effective cleaning techniques and safety procedures

SCOPE OF RESPONSIBILITIES

The duties listed include, but are not limited to:

General Cleaning

1. Vacuum all carpets weekly and as needed.
2. Vacuum pew cushions monthly and as needed.
3. Clean the hard floors in all rooms weekly and as needed.
4. Clean halls monthly and as needed.
5. Clean toilets, floors sinks and mirrors in all washrooms three times weekly and as needed.
6. Keep windows and woodwork clean.
7. Order all cleaning and maintenance supplies as needed.
8. Empty all the trash receptacles on a regular basis.

Building Maintenance

9. Check all light bulbs and replace when necessary.
10. Check water faucets for leaks and arrange for repair as needed.
11. Take care of the Eternal Light in the church and keep it burning at all times.
12. Perform small repair jobs if able or arrange for repairs to be done when appropriate.

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Outside Maintenance

13. Oversee lawn mowing, weed control and trimming of shrubbery, pick up litter on church grounds.

14. Inspect downspouts and arrange for repairs/services as needed. Keep roof areas of lounge and education wing free of debris.
15. Oversee snow removal and salting of walks and parking lots.
16. Arrange for the annual maintenance of the lawn mower and the snow blower.

Meetings and Church Functions

17. Set up tables, chairs and other equipment as necessary for meetings, funerals, weddings and other church events.

Funerals and Weddings *Custodial compensation will be in accordance with church policy and shall be the responsibility of the parties involved.

18. Attend all funerals and weddings and unlock the church doors.
19. Put up hymn numbers as required/requested.
20. Light candles as required/requested.
21. Toll the church bell as required/requested.
22. Wedding: Prepare areas for the bride, groom and wedding party to change clothes.
23. Vacuum and sweep the floors and remove bulletins from the pews after service.
24. Clean the fellowship hall if used.
25. Check the thermostat(s) before/after the service/event and make sure they are at desired settings.
26. Turn off all lights and lock all doors.

PROBATIONARY PERIOD

There will be a probationary period of 90 days. At the conclusion of this period a performance evaluation will be done.

STARTING SALARY AND COVENANT AGREEMENT

To be determined by the Personnel Team, Finance Committee and the Church Council.

ANNUAL SALARY AND COVENANT AGREEMENT

Subject to review by the Personnel Team, Finance Committee and the Church Council. The salary will be set with the acceptance of the annual budget at the congregational meeting

TIME REQUIREMENTS

Working hours will be determined at time of hire. Flexibility may be needed to adjust schedule to meet the needs of the church. Hours may vary according to jobs that need to be done and for events that are held at the church. Some jobs may need to be done at night or outside normal scheduled working hours.

The custodian is an ex officio member of the Property Team and is expected to attend their scheduled meetings.

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OTHER REQUIREMENTS

27. Proper appearance is expected. Workplace attire must be neat, clean, and appropriate for the work being performed, and the setting for which the work is performed.
28. No smoking is permitted within the church building. The use of, or being under the influence of drugs or alcohol during working hours is prohibited.
29. Possession of weapons within the church building, and on church property is prohibited.
30. Custodian is responsible for obtaining a Church Council approved substitute when needed.