

# POSITION DESCRIPTION

## **Position:**

Church Custodian

## **Purpose of Position:**

The primary purpose of the Custodian position is to provide a clean and welcoming church facility to support the congregation's mission and ministries.

## **Major Cleaning Responsibilities:**

1. Fulfill a weekly cleaning schedule checklist which does not interfere with scheduled activities of the church staff or volunteers. (see updated calendar in the church office)
2. Supervise and coordinate the work of volunteer cleaning assistance.
3. Order cleaning products and supplies used in the maintenance of facilities and equipment.
4. Report needed repairs and maintenance to the property committee chairperson.
5. Turn off all lights and check temperature levels to ensure they are at their lowest setting and ensure the security by locking all doors and windows before leaving the building.

## **Minor Cleaning Responsibilities:**

1. Complete a minor cleaning after Sunday activities prior to the bulk of the week's events.
2. Perform all visible cleaning that needs to be fulfilled: empty trash cans, vacuum visible soil on carpeted areas, spot mop spills, and check the bathrooms.
3. Prepare the church building to look presentable and enhance the congregation's ministry and hospitality to everyone.
4. Special events like weddings, funerals, and such may need an extra minor cleaning which will be separately arranged and compensated.
5. Additional cleaning and sanitizing as needed to meet the requirements of current Minnesota Health and Safety guidelines.

## **Qualifications:**

1. Light to moderate physical work abilities with knowledge of maintenance, tools, and equipment.
2. Knowledge of custodial materials/chemicals, with the ability to work with minimum supervision.

## **Time Requirement:**

Under normal conditions this position will average approximately 10-15 hours per week. The custodian will report directly to the property committee chairperson or church council representative.

**Updated / Reviewed: March 2021**