

**ST. PETER LUTHERAN CHURCH  
GREENE, IOWA**

**JOB DESCRIPTION**

**Job Title: Church Custodian**

**Position Summary:**

As an integral part of the ministries and mission of St. Peter Lutheran Church, the Church Custodian is responsible for keeping the church building clean and ready for use by the congregation and community. This person works to create a welcoming, friendly environment in which the ministries of the congregation can take place. In cooperation with the Building and Grounds Committee, the Church Custodian handles maintenance and all regular cleaning of the church facilities.

Up to 20 hours per week with a weekly schedule and flexible additional hours as needed are allotted for this hourly position. Hours will be tracked using the time clock and paid on the 15<sup>th</sup> and end of month. Custodian reports to the Building and Grounds Committee or Church Council. This position description is subject to amendment by the Church Council.

**Position Responsibilities:**

**1. Weekly Duties**

- Do a walkthrough of **entire** building
- Check trash and recycling receptacles throughout building including offices, classrooms, and bathrooms (suggested days are Sunday's (following worship) and Monday's)
- All garbage dumped in **all areas** of the church
- Clean and sanitize bathrooms, and replenish supplies as needed (fellowship hall, new basement and old basement)
- Fellowship hall cleaned, vacuumed, swept and dusted, and supplies replenished
- Fellowship hall tables and chairs arranged in neat order for the week
- Kitchen floors and counter tops cleaned and supplies replenished
- (2) front (1) back entryways should be vacuumed and door windows cleaned
- Clean and vacuum secretary's office, Pastor's office, and conference room
- Vacuum and dust worship areas, fellowship hall, and classrooms in both new and old basements
- Mop kitchen and all bathroom floors
- Clean old basement kitchen, fellowship area, and hallway

- Wash windows in all doors before weekend worship
- Before worship, post hymn numbers on boards in sanctuary and fellowship hall
- Straighten and clean church pews, including stocking pencils & communion cards
- Check red candle on altar, refill altar candles
- Regularly check dehumidifiers and rinse filters
- Refill piano humidifiers
- Keep track of all church events via custodian's calendar, emails, and coordinating with parish secretary

#### **4. Monthly**

- Regularly check light bulbs, changing as needed
- Clean and vacuum overflow room
- Perform general routine maintenance of building, including filling water softener, changing furnace filters, and working with Building and Grounds Committee to manage boiler (as necessary)
- Monitor inventory of cleaning supplies, coordinating with parish secretary to order
- Other duties as assigned by Building and Grounds Committee or Pastor

#### **5. Seasonal**

- Hang flags, banners, and seasonal decorations in worship spaces as needed
- Reset all building clocks for time changes and check smoke alarms
- Maintain church grounds, including making sure the lawn is regularly mowed and trimmed and grit is applied to sidewalk as needed
- Coordinate snow removal with contracted outside company (currently DME)

#### **6. Communion/Baptism**

- Prior to communion, put up kneelers and rails for communion in sanctuary (see monthly calendar for communion times)
- Set up and remove baptismal supplies in coordination with Pastor

#### **7. Yearly**

- Wax tiled floors in kitchen, fellowship bathrooms, fellowship hall basement bathrooms and old basement floors

## 8. Events

- In conjunction with Vacation Bible School leaders, move chairs and furniture as needed, and clean all areas of the church used during VBS
- During quilting season, coordinate with quilting group to move tables and chairs as needed, and regularly sweep basement floor
- For **funerals**, set up chairs and tables for family space and meal, resetting furniture and cleaning up afterwards; unlock and lock doors; adjust heat and air conditioning
  - \$75 compensation provided by family through the funeral home
- Clean after **weddings** (including vacuuming, sanctuary, bathrooms, kitchen, resetting furniture)
  - \$50 compensation provided directly by family to custodian
  - \$100 compensation if church hall is used for reception
- **Custodian will not clock in to set up and clean up for funerals or weddings.**
- Set up and take down for other church events, classes, or conferences as arranged

## 7. Other

- Report all maintenance concerns, needed repairs, or problems to Committee on Building and Grounds or to Council President if urgent
- Monthly attendance at building and grounds committee meetings is encouraged
- Coordinate with Building and Grounds Committee to cover illnesses or vacations
- Meet yearly with Building and Grounds Committee

### Qualifications:

- Reliability, timeliness, personal motivation, ability to work with little or no supervision, attention to detail, and strong communication skills
- Ability to perform a physical job, including to regularly lift a minimum of 50 pounds, position self to clean under furniture, and occasionally ascend/descend a ladder.
- Comfortable working in an overtly religious setting and able to represent church to the community, displaying professional conduct and appearance
- 2 weeks notice of leaving
- Train 1 week with new custodian

### Compensation:

Rate of hourly pay will be commensurate with abilities and experience and will include a 6-month probationary period and yearly reviews.