

SERVANT OF CHRIST LUTHERAN CHURCH
740 East Hayden Lake Road
Champlin, MN 55316

POSITION DESCRIPTION

Date Approved by Executive
Committee: Oct 2014
Reviewed/Revised: _____

Position Title: Church Custodian

Purpose of Position: To support the ministry and core values of the church by being responsible for the proper cleaning and maintenance of the church buildings and grounds, providing a safe, clean and welcoming space for members and guests.

Position Responsibilities:

Perform all assigned cleaning and maintenance duties to meet expectations of excellence for ministry.

Servant of Christ Church Building/Preschool

- Sunday night or Monday morning (Downstairs): Clean and disinfect downstairs bathrooms, vacuum/mop: all floors and rooms, empty trash.
 - Downstairs bathrooms daily
- After Wednesday night for Thurs Morn (Downstairs): Vacuum/Mop: Preschool area, Sunday School Rooms and Kitchenette (flr/sink), wash and disinfect bathrooms, empty trash.
 - Vacuum 3x per week
 - Sweep/Mop 2x per week or as needed
- Prior to Wednesday night School (Upstairs): Straighten sanctuary chairs, pick up sanctuary, clean and disinfect bathrooms upstairs and vacuum sanctuary if needed.
- After Wednesday night prior to Sunday morning (Upstairs): Vacuum and dust Sanctuary, straighten chairs, remove old bulletins/papers, set up baptismal font and candle prior to all baptism worship services, clean and disinfect bathrooms upstairs/downstairs. Wash glass on Sanctuary Doors, Fellowship Hall doors, outer outside doors
- Weekly (Upstairs): Vacuum all office areas, narthex and fellowship hall, empty trash, clean glass areas, wash kitchen floor
- Set up and Take down for Quilting group 2nd/4th Thursdays.
- Maintain/order inventory of custodial supplies (cleaners, paper products, light bulbs, etc.)
- Replenish all paper supplies/soaps in designated areas as needed
- Change light bulbs and handle minor repairs as needed
- Spot clean carpeted areas as needed
- Communicate all repairs, replacements or areas needing attention (painting, etc.) to Office Manager.

- Perform other duties, as directed by Office Manager.

Knowledge, Experience and Skills

1. Requires High School diploma with preferred training in custodial and housekeeping work.
2. Requires knowledge in methods of excellent cleaning and maintenance processes and knowledge of OSHA standards.
3. Requires ability to operate and maintain standard cleaning equipment (vacuum rug cleaning machine, small hand tools) etc.
4. Prefers custodial experience with references of maintaining high standards.
5. Requires ability to lift 75 pounds.
6. Requires dependability, trustworthiness, positive attitude and image and willingness to work.

Reports To: Office Manager

Supervises: None

Relates To: Property and Ground Committee

Classification: Part-time support staff, 20-25 hours a week, Non-Exempt Position