

EMMANUEL LUTHERAN CHURCH
JOB DESCRIPTION
March 2016

TITLE: *Inside Building Custodian*

This position is part-time. The hours are set and revised by the Church Property Committee and/or the Pastor. The primary focus of this position is to serve the Church by maintaining the cleanliness of the church facilities and building.

REPORTS TO: Congregational Council/Pastor

QUALIFICATIONS:

1. Prior knowledge of and experience in general housekeeping procedures.
2. Knowledge of cleaning solutions and chemicals needed in maintaining/cleaning the Church facilities and building while ensuring personal and visitor safety.
3. This position requires the physical ability to perform all cleaning and maintenance functions required including but not limited to lifting up to 50 pounds and ladder usage.
4. Must have good communication skills and the ability to work with others in the Church environment.
5. Must maintain personal initiative to complete routine and recurring tasks without direct supervision to ensure that the cleanliness of the Church facilities and building are maintain to expected standards.

Duties:

1. Perform the cleaning and maintenance tasks prescribed by the Property Committee and/or Pastor. Adhere to the schedule provided for weekly and periodic cleaning and maintenance tasks unless unanticipated problems arise or the schedule is modified by the Property Committee or Pastor.
2. Report all issues, problems, deviations from schedule work, or concerns with your work to the Church Office Secretary, Property Committee, or Pastor.
3. Other Duties that are added, revised, or deleted by the Property Committee, Pastor, or Congregation Council.

Revised: March 2016