

**All Saints Lutheran Church**  
2951 Chapel Valley Road  
Fitchburg, WI 53711  
(608) 276-7729



## **Position Description: Custodian – Up to 10 hours per week**

*Revised April 24, 2021*

### **Overview:**

- 1) Requires flexible hours to accommodate cleaning and setup throughout the week.
- 2) Provides set up and take down for scheduled events.
- 3) Cleans complete church common areas weekly (see Appendix A).
- 4) Participates in special cleaning projects.
- 5) Responds to maintenance requests from office staff.
- 6) Self-starter with a keen eye for what needs to be done, and proactively completes these tasks.

### **Employment Related Items:**

- 1) Reports to Pastor as determined by personnel committee.
- 2) Completes time sheet to track hours worked.
- 3) Read and sign Employee Handbook.
- 4) Performance evaluation after 90 days for new employees, then annually thereafter.
- 5) The position description is subject to change. If the Custodian, Supervisor or Church Council decides to make changes, the personnel committee will facilitate the necessary discussions and draft changes for council approval.
- 6) Hourly pay rate: TBD.
- 7) Time off without pay to be coordinated with staff.

## **Appendix A**

### **Guide to Weekly Routine Custodial Activities**

#### **Tools and Supplies for the Job:**

- Key to enter the church.
- Loaded cleaning supply cart in closet by drinking fountain.
- Ladder in closet at end of east hall (when necessary).
- Vacuum cleaner in hall closet with backup in closet at southeast corner of Fellowship Hall, adjacent to kitchen.
- Mop in hall closet.

#### **Duties:**

##### Fellowship Hall and Foyer:

- Wipe table, including end tables by sofa.
- Empty trash cans, including kitchen, into large trash can on cleaning supply cart.
- Clean trash can lids, including those in kitchen.
- From the supply cart, leave a few trash bags at bottom of trash cans for future use (if supply in can has been depleted), then place a new open bag for trash.
- Clean windows of entrance doors.
- Clean tables in foyer.

##### Men's and Women's Bathrooms off Foyer and in Hall:

- Put toilet cleaner in each urinal and toilet bowl and let sit. Do other bathroom tasks, then return later to flush and clean toilets.
- Refill paper towels dispensers (women have one, men have two so women's needs frequent refills and can be replenished from men's if they have extra, otherwise from the closet across from pastor's office, then closet from end of hall).
- Clean mirrors.
- Refill toilet paper in each stall (key to open paper dispensers is on supply cart).
- Fill soap dispensers (bulk container on supply cart).
- Empty trash cans and replace trash bags from supply cart.

##### Hallways:

- Clean windows.
- Clean drinking fountain.
- Check water softener salt level in hall closet and add salt if necessary.

##### Nursery:

- Clean bathroom.
- Vacuum floors.
- Empty trash.

##### Conference Room:

- Clean table.
- Empty trash.

### Sanctuary:

- Clean windows on doors entering into sanctuary.
- Dust all tables.
- Straighten rows of chairs and insure there is enough legroom between rows.
- Collect items left by parishioners and either throw away or put in lost and found.
- Empty trash can of used communion glasses into large recycling trash can in the closet at the east end of the hall.

### Vestibule:

- Clean windows in doors, inside and out.
- Shake dirt out of mats.
- Sweep floor.

### Offices

- Clean interior windows.
- Empty trash into large garbage can on cleaning supply cart.

### Areas to be Mopped

- Exposed part of floor in vestibule.
- Kitchen
- All bathrooms, including nursery.

### As Needed:

- Vacuum where necessary.
- Refill consumable items on cleaning supply cart from supply closet across from pastor's office.
- Empty large trash can on cleaning supply cart into large garbage can in closet at east end of hallway.
- Replace any burned-out light bulbs with new bulbs in hall supply closet, using ladder in closet at east end of hall if necessary.

### On Sundays:

- Move large trash cans from the closet at the east end of the hallway to curb outside for contractor to pick up Monday morning. Recycling also goes out at the same time, but only every 4 weeks.

### Material Replenishment:

Evaluate supplies and submit orders in partnership with the administrative assistant.

### Other Duties:

Throughout the year there may be one-time or seldom occurring custodial needs. These duties, as directed by the pastor, will be performed as needed.