



CUSTODIAN

PAY RATE: \$15 per hour to average 10 hours per week, additional reimbursement is provided when funerals and weddings take place within the facility that require extra cleaning

PURPOSE: The Custodian for Faith Lutheran will provide for general cleaning and housekeeping for the entire Faith Lutheran Church facility; including the Good Shepherd Preschool space, regardless of the activities held within this facility. They are supervised by the Pastor of Faith Lutheran Church and coordinate with the Office Assistant.

RESPONSIBILITIES: As Custodian for Faith Lutheran they will be asked to do the following:

- Responsible for vacuuming, sweeping, and mopping of all floors throughout the facility
- Responsible for dusting and/or disinfecting all shelving, desks, tables, countertops, and other furniture throughout the facility
- Responsible for washing glass entry doors, breezeway windows, mirrors, glass cabinets, TV screens, and interior windows throughout facility
- Responsible for cleaning toilets and sinks throughout the facility
- Responsible for the collection and setting out of trash for pickup
- Responsible for setting up, taking down, and putting away tables and chairs for congregational functions
- Responsible for communicating with the Office Assistant for the ordering of cleaning supplies
- Responsible for properly securing the building during work hours and upon departure
- Will notify the Pastor of necessary repairs needing attention
- Perform other duties as needed.