

<p>Service Needed:</p> <p>Contract Custodian</p>		<p>St Luke's Lutheran Church 11020 NC Hwy 801, Mt Ulla, NC 28125 (704)-278-2710 office@stlukesmtulla.org www.stlukesmtulla.org</p>
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Position Description: Help maintain St Luke's facilities by performing a monthly cleaning of our Fellowship Hall dining area and kitchen, and our Activity Building.

Position Category/Type: Contract

Compensation: Fixed rate per month, to be negotiated

Benefits: No benefits provided

Supervision/Reports To: Property Committee Chairperson

Qualifications:

1. Physical ability and mobility in order to perform the necessary sexton duties
2. Adequate skill in the use various appliances and tools.
3. Organizational skills necessary to schedule and execute duties

Responsibilities:

Perform the following cleaning tasks on a monthly schedule.

Fellowship Hall Dining Area

1. Clean windows/blinds and walls as needed (spider webs, etc.).
2. Same for the stage as mentioned in #1.
3. Empty trash as needed.
4. Clean buffet bar as needed.
5. Dust any wooden furniture in this area.
6. Vacuum carpet area behind stage as needed. Do not have to clean this area up, It is usually left in a mess, just vacuum carpet you can see.
7. Sweep/mop each month, dining area/stage floor. (Prefer dust moping, damp mop only when needed, no standing water)

Fellowship Kitchen

1. Clean window/blinds, walls, shelves, and ceiling as needed (spider webs, etc.).
2. Same for pantry room as mentioned in #1.
3. Empty trash as needed
4. Clean all cabinet and cooking top areas as needed, excluding grill top surface.
5. Clean Refrigerator, ovens, and microwave as needed.
6. Clean hoods as needed.
7. Dust any wooden furniture in this area.

8. Clean faucets/sinks each month.
9. Sweep/mop kitchen/pantry floor each month. (Prefer dust moping, damp mop only when needed, no standing water)

Activity Building Kitchen

1. Clean window, walls, shelves, and ceiling as needed (spider webs, etc.)
2. Empty trash as needed
3. Clean all cabinet and cooking surfaces as needed.
4. Clean refrigerator, stoves, washer, dryer, and microwave as needed.
5. Clean faucets/sinks each month.
6. Sweep/mop kitchen floor each month. (Prefer dust moping, damp mop only when needed, no standing water)

Activity Building Bathrooms

1. Clean walls, all partitions, sinks, faucets, toilets, showers as needed. (spider webs, etc.)
2. Empty trash as needed.
3. Sweep/mop floors each month. (Prefer dust moping, damp mop only when needed, no standing water)

Activity Building Court Area

1. Dust mop court area, only clean any areas as needed.
2. Clean wall areas up to 8 feet as needed (spider webs, etc.).

Extra Notes:

****Only attempt cleaning of ceilings if reachable with a broom, NO CLIMBING****

****Walls also includes doors to that area for cleaning****

****No standing water allowed on any floor surfaces, spot cleaning is allowed only if necessary****

****If any liquid is found on the floors, get up as soon as possible****

****No vinegar or bleach is allowed on any floor surfaces****

In all cases, if problems found, please notify the church office as soon as possible.