

Custodian Job Description

Part-time position - 10 hours per week.

The custodian's chief responsibilities will be to clean and care for the interior of Peace Evangelical and Reformed Church. The church facilities are to be cleaned before each worship service and event held in the church. Cleaning is not to be done during events at the church.

Weekly duties include but are not limited to the following:

Entry Areas and Elevator

- Vacuum floors and carpets. Mop tile floors and elevator floor. Sanitize all door handles, including the elevator handrails and buttons.
- Clean windows, sills and doors for both entrances inside and out (weather permitting).
- Clean/wipe down wheelchairs as needed.

Narthex - Upstairs Common Areas - Classrooms

- Vacuum. Dust - counter, guest book stand, tables and chairs, straighten area.
- Replace hand sanitizer and masks when needed.
- Clean the counter and sink in the Coffee Bar/Coatroom area. Clean coffee pot if needed. Mop tile floor. Straighten hangers and wipe down hanger rails and shelves. Empty all trash cans, keep recycling separate.
- Vacuum classrooms, clean tables and chairs with sanitizer, dust window sills and other surfaces, empty trash cans. The choir/classroom is used Tuesday, Wednesday, Thursday evenings & Friday afternoon, by confirmation and Bible Study groups.
- Clean glass on all interior doors and glass around the staircase weekly.
- Public staircases and hallways; sweep/vacuum and mop (scrub with brush if necessary). Wipe down hand rails with sanitizer.
- Dust AED cabinet located outside the Timeout room door. (Check to see if battery light flashes. If not notify buildings & grounds.)

Sanctuary

- Vacuum all carpet in the Sanctuary, sweep/vacuum Altar area (mop as needed).
- Vacuum the pew cushions, clean debris from between cushion and pew back.
- Dust window sills, pulpit, organ, piano, altar, and sound booth.
- Straighten Bibles, Hymnals. Replace offering envelopes and pens in holders of all pews.
- Sanitize pews, hand rails, door handles, and counter in sound booth.
- Empty trash can in sound booth. Discard Pastor Marc water cup on pulpit shelf.
- Clean Baptismal font after use.
- Set up or remove chairs as needed (weddings, funeral, etc.)

Timeout/Cry Room

- Vacuum, dust window sill, empty trash can, sanitize changing table, clean viewing window and organize books and toys (sanitize toys and baby swing weekly).

Bell Tower

- Vacuum stairs and landings from the Fellowship Hall to the top of the bell tower.
- Dust/clean window sills and railings.

Church Offices

- Vacuum, dust – counters, tables, chairs, and window sills.
- Empty trash cans and recycled paper container.

Downstairs Class Rooms

- Vacuum. Clean tables and chairs with sanitizer, dust window sills and other surfaces, empty trash cans (when Sunday school classes are held).
- Vacuum and dust common area outside classrooms. Straighten hangers and wipe down hanger rails and shelves.

Fellowship Hall

- Sweep, (mop when necessary) the floor of the fellowship hall each week. This area is also used by Wednesday night confirmation class.
- Wipe down tables and chairs as necessary. Straighten hangers and wipe down hanger rails and shelves.
- Set up tables in the fellowship hall as needed (funeral suppers, church gatherings, etc.)

Kitchen - Groups using the kitchen are supposed to clean up after themselves.

- Maintain the cleanliness of the kitchen. Sweep, mop and thoroughly clean the kitchen. This includes; countertops, refrigerator, sinks, stovetops (with appropriate cleaner), oven & microwave. Empty trash cans, keep recycling separate.
- Take used kitchen towels and wash cloths home to launder.

Restrooms

- Sweep, mop and thoroughly clean the upstairs and downstairs restrooms.
- Replenish hand soap, paper towels, toilet paper and urinal cakes as needed.
- Empty trash cans.
- Clean ceiling vents as needed (generally 4 times a year).

Garbage Removal

- After emptying all trash cans, put the garbage in the appropriate garbage cans outside the east doors. Regular garbage – gray & black and Recycle - blue.
- Outside garbage cans are on the curb ready to be picked up early Wednesday morning.
- Recycle is picked up every other week (schedule will be posted).

Other Cleaning to be done on an as needed basis:

- Clean cob webs throughout the building.
- Dust all fire extinguishers and heater vents.
- Dust baseboards and wood doors.

Special Event Cleaning

- Cleaning of the church will be necessary after weddings and funerals. Additional hours will be added for cleaning after these events.

Custodian is responsible for laundering of cleaning rags and fabric broom heads. Custodian is also responsible for purchasing cleaning and sanitizing supplies, hand soap, restroom paper products, etc. Receipts for purchases should be turned in to the Church Treasurer.

Send resumes and references to:

Peace Evangelical and Reformed Church
attn: Consistory
P.O. Box 37
Potter, Wisconsin 54160

or Email to: potterchurch@charter.net