

GRACE LUTHERAN CHURCH
Saint Paul, Minnesota

Number 5.2.12
Effective Date: 10/15/24

JOB DESCRIPTION

Title of Job: Custodian

Summary of Job:

Perform the functions necessary to maintain Grace Lutheran Church's cleanliness and appearance including the Sanctuary and Tower rooms.

Supervision:

Ultimate authority – Congregation Council

General guidance and direction – Property Management Committee

Day to Day supervision – Pastor

Major Job Tasks: (See attached Custodial Cleaning Procedures)

Required Education/Knowledge, Skills and Abilities:

1. High School graduate with good communication and social skills. A minimum of one year church custodial experience. Knowledge in using common custodial supplies and powered and non-powered cleaning equipment. Ability to legally drive an automobile.
2. Ability to work independently with little supervision; work with people in a pleasant manner and speak, write and understand English.

Physical Demands:

Frequently required to talk, hear, stand, walk, kneel and use hands and arms to reach out, move tables and chairs and other furniture. Push and pull powered and non-powered cleaning tools and equipment. Frequently lift up to 50 pounds. Vision requirements include close vision, distance vision and ability to adjust focus.

Work Environment:

Work is performed indoors in a building with appropriate heating, cooling and lighting. The Custodian is sometimes the only person in the church building. Frequently other people may be in the office area and other rooms in the building.

CUSTODIAL CLEANING PROCEDURES

GOOD SHEPHERD LOUNGE

1. Vacuum once a week before Sunday.
2. Dust window ledges weekly.
3. Check furniture for cleaning. Check with office for placement. (Plants are watered by members).

TOWER ROOMS

1. Vacuum before Sunday or as needed.
2. Set up tables with 6 or 7 chairs at each round table and long table in front of kitchen serving windows and 1 table under picture board on south wall.
3. Vacuum North Tower room Sunday School area before Sunday or as needed.

KITCHEN

1. Wet mop floor once a month or as needed.
2. Remove trash each Sunday or special event.
3. Clean and polish drinking fountain.

RESTROOMS

1. Remove trash, check toilet paper, soap, paper towels, wipe off changing table.
2. Wet mop floors weekly or as needed.
3. Clean toilets, clean and polish sinks and mirrors twice a week.

NARTHEX AND EAST ENTRY

1. Wet mop floors as needed.
2. Vacuum mats as needed.
3. Dust mop tile weekly.
4. Buff floor as needed.
5. Vacuum Library area weekly.

**OFFICE AREA (Main office, Sunday School office/conference room, Pastors offices,
Music office, staff bathroom and Pastor's bathroom)**

1. Remove trash weekly.
2. Vacuum weekly.
3. Wet mop and buff hallway floor as needed.
4. Dust window sills in hallway weekly.
5. Clean toilets and sinks, check toilet paper and paper towels in bathrooms weekly.

SACRISTY

1. Remove trash and clean sink. (Remainder of area is maintained by Chancel Care group).

CHANCEL

1. (Chancel Care group will maintain this area).

SANCTUARY

1. Vacuum carpet before each Sunday and as needed during week.
2. Dust mop weekly. Wet mop in winter months or as needed.
3. Dust window ledges every other week.
4. Check pew cushions weekly and care for as needed.

BALCONY

1. Sweep steps weekly.
2. Vacuum carpet weekly.
3. Remove trash and recycling weekly.

STAIRWELLS

1. Vacuum main stairwell and dust railings monthly or as needed.
2. Sweep the other two stairwells monthly and dust railings monthly.

LOWER LEVEL MAIN ENTRANCE

1. Vacuum before Sunday and spot check during week.
2. Remove trash weekly.
3. Wash glass entrance doors weekly.
4. Wash floor between doors as needed.
5. Vacuum elevator carpet as needed.

REMINDERS

1. Monitor custodial supplies and notify office when supplies need to be ordered.
Assure that items arrive as ordered and are properly stored.
2. Trash dumpster pickup is weekly on Wednesday.
3. Snow plowing and sidewalk shoveling is done by a service for 2 inches or more of snow.
Apply salt or sand to sidewalks as needed.