

## Custodian Job Description

**Principal Focus:** Maintain the church facility in a clean and orderly appearance to satisfy the needs of the facility, following up after group meetings and before and after Sunday worship. The church facilities include the sanctuary, education building/Fellowship hall and office/Lee lounge. Report to the Trustee's and receive work instructions from the Trustee's and the Pastor. All work is to be performed in a manner that the church facilities present a clean and inviting appearance to members and visitors. Cleaning will be performed on Monday, Wednesday and Saturday.

### Regular Duties

1. **Work Instructions:** Check the Custodian mailbox and the church calendar every day worked for instructions and requests requiring special attention. Special event information and needs will be placed in the Custodian mailbox. Complete a weekly time sheet indicating hours worked per day and place in the Pastor Parish Relations Committee mail box at the close of work on Saturday.
2. **Daily Duties:**
  - a. Monday – No special assignments.
  - b. Saturday - Vacuum Sanctuary, Narthex and Chapel. Set up tables and chairs in Fellowship Hall for after worship coffee hour.
  - c. As needed - Set up tables and chairs as directed for the weekly group meetings.
3. **Weekly Duties:** Perform these tasks on days as needed, but once each week as a minimum.
  - a. Vacuum and dust Sanctuary, Lee Lounge, Nursery, Classrooms, church office and Pastor's office, checking for cobwebs.
  - b. Dust and dry mop choir loft.
  - c. Dust piano and Sanctuary pews, checking for scuffmarks.
  - d. Empty all trash cans as needed. Place trash including recycling in outdoor trash cans the day before township trash pickup days. Trash is collected on Tuesday and Friday and recycling is collected every Wednesday.
  - e. Maintain and clean restrooms and fixtures. Replenish paper products and soap dispensers.
  - f. Maintain and clean Fellowship hall kitchen including wet mop floor, counter tops and sinks.
  - g. Maintain and clean Lee Lounge kitchen including counter tops and check refrigerator for spills.
4. **As Needed Duties:** Perform these tasks as needed or as directed by the Trustees.
  - a. Strip and wax floors: Fellowship Hall and downstairs classrooms and hallways
  - b. Replace light bulbs
  - c. Wash Church and Education Building windows
  - d. Check if sump pumps are working in both furnace room and custodian room

5. **Hours:** Monday, Wednesday and Saturday; daily hours can be divided among the three days as the custodian desires, as long as the necessary duties are accomplished to meet the needs of the church activity schedule and satisfy the cleaning needs of the facility.

This list of custodial job responsibilities is subject to change as directed by the Trustees to meet the needs of the Little Falls United Methodist Church.