

CALVARY LUTHERAN CHURCH CUSTODIAN POSITION DESCRIPTION

POSITION SUMMARY:

To provide efficient and effective cleaning of Calvary Lutheran Church ensuring the general appearance of the interior of the building is maintained. This is a part-time position expected to work approximately 12-15 hours per week. Timing is flexible to address the usage of the building.

DUTIES/RESPONSIBILITIES:

To undertake the following duties below as well as duties directed by staff members.

- Sweeping, vacuuming and mopping all floors.
- Vacuuming furniture in Youth Room and pew pads in Sanctuary
- Dusting, damp washing or polishing of ledges, window sills, base boards, furniture, window coverings, etc.
- Replenishing consumable items such as soap, toilet rolls, paper roll towels, etc. as needed
- Emptying waste bins to appropriate outside dumpsters (waste and recycle)
- Cleaning toilets, sinks, baby changing tables
- Cleaning internal glass and mirrors
- Monitoring supplies and informing Administrative Assistant of low levels
- Miscellaneous facility support such as changing light bulbs, etc.

DIRECT REPORTS:

None

QUALIFICATIONS:

- Trustworthy
- Ability to handle cleaning equipment and supplies
- Ability to walk, bend, push, pull and lift repetitively
- Thorough and tidy approach to cleaning
- Good communication and organizational skills
- Self-motivation and ability to identify and complete needed tasks without direct supervision

EDUCATION:

A high school diploma or equivalent.