

Church of the Lakes – Job Description

Position: Sunday Custodian	Compensation: \$10.70 an hr.
Category: Support Staff	Hours: 3.5 hrs. a week
Revision Date: 11/2024	Full, Part or Volunteer: Part time

Overview of Position: **A.M.** – set up chairs, stage, altar area for Sunday morning worship in Activity Center; inspect church building for cleanliness and restock restrooms if needed; **P.M.** – after services – clean preschool rooms used for Sunday School, preschool restroom; vacuum halls in front of child care office and church office; clean nursery, clean Activity Center and restrooms, check that all doors are secure when leaving.

Qualifications:

- A strong work ethic and the ability to work within given time restraints
- Well organized and able to perform duties independently
- Be physically able to lift 50 pounds of weight and perform labor tasks
- Attention to details especially when cleaning

Important Characteristics:

- A Christ-like spirit of acceptance and warmth that is consistent with the mission statement of the church
- A pleasant, cooperative attitude; able to work well with other

Responsibilities:

- Morning duties: set up chairs, stage and altar area for Sunday worship in the Activity Center; inspect the church building cleanliness and restock restrooms if needed. See Sunday Custodian Task Checklist for specific details.
- Afternoon/evening duties: clean Room 220 by vacuuming carpets, emptying trash, mopping floors; clean preschool/children's restroom between Rooms 215 & 216 by disinfecting toilets and mopping floor; clean the nursery by vacuuming carpets, emptying trash & diaper pail and cleaning the restroom; vacuum hallways from the front of the child care office to the church office; clean Activity Center restrooms; clean Activity Center floor; insure that all doors are secured before leaving. See Sunday Custodian Task Checklist for specific details.
- Maintain open communications with the Facilities Manager and Administrative Assistant especially if an absence is expected.
- Report any outstanding issues or problems to the Facilities Manager and Administrative Assistant.

Supervision:

- Direct supervision will come from the Facilities Manager.
- The employment of the Sunday Custodian is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Employee Handbook

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.

**Sunday Custodian
Task Checklist**

AM Responsibilities		completed
●Church Building (cleaning)	-check all areas for cleanliness ~vacuum or dry mop if needed ~straighten furniture if needed -check all restrooms ~restock paper products as needed ~clean toilet bowl(s) as needed ~dry mop as needed	
●Church Building (preparation)	-turn on lights -adjust air conditioning/heat if necessary	
●Activity Center	-set up stage by 8:15 a.m. -set up chairs -prepare altar area for Sunday Worship -place prayer kneeler -bring out sound board -lower screens	
●Snow	-shovel snow from sidewalks -salt sidewalks as needed	
PM Responsibilities –		Completed
● Activity Center	- restrooms need to be checked to see if paper towels and/or toilet paper needs to be replenished -empty trash (check floors for loose trash) -dry mop the Activity Center floor -spot mop any coffee, food, drink or mud spills -lower basketball hoop on bleacher (north) end	
●Nursery	-empty the diaper genie and trash from restroom -vacuum carpets -clean restroom -empty trashcans under the sinks in both sides of the nursery	
●Office Wing	* <u>Hall</u> -vacuum hall area up to Child Care office * <u>Restrooms across from Office – Men’s & Women’s</u> -clean sink, faucet & handles -clean toilet bowls -clean toilet seats, handles, bases -empty trash -wet mop floor (if needed) -resupply with toilet paper, paper towels and soap -clean mirror	
●Child Care Wing	* <u>Room 220</u> -vacuum & empty trash (if needed) -clean door knobs & light switches -wet mop floor (if needed) -clean glass door window * <u>Child Care Restroom</u> -clean sink, faucet & handles -clean toilet bowls -clean toilet seats, handles, bases	

	<ul style="list-style-type: none"> -empty trash -wet mop floor -resupply with toilet paper, paper towels and soap -clean mirror *<u>Hallway</u> -vacuum if needed 	
●Lock up	-Make sure that all doors are secured and turn off lights; if there are still groups in the building, turn off lights in all other areas	

11/19/2024