

## Church of the Lakes – Job Description

Position: <b>Afternoon Custodian</b>	Compensation: <b>\$15 an hr.</b>
Category: <b>Support Staff</b>	Hours: <b>20 hrs. a week/2:00 pm – 6:00 pm</b>
Revision Date: <b>1/20/2026</b>	Full, Part or Volunteer: <b>Part time</b>

**Overview of Position:** The Afternoon Custodian will be responsible to complete all Afternoon Custodial Daily tasks as well as custodial needs for special events and rentals when requested.

### **Qualifications:**

- A strong work ethic and the ability to work efficiently with an awareness of appropriate time allotments for tasks
- Experience serving in a custodial position is desired
- Well organized and able to perform duties independently
- Attention to details especially when cleaning
- Possess strength and dexterity to perform labor tasks as well as physically able to lift 80 pounds of weight.

### **Important Characteristics:**

- A Christ-like spirit of acceptance, warmth and conviction with a devotional life that is consistent with the mission statement of the church
- Ability to communicate with members, visitors, staff and volunteers in a pleasant, receptive manner that conveys value of people.
- A pleasant, cooperative attitude; able to work well with others.

### **Responsibilities:**

- Complete cleaning tasks as described in the Afternoon Custodian Daily and Weekly Task Checklist and submitting it to the Head Custodian at the end of each week.
- Setting-up and tearing-down for regular and special events when requested (i.e. additional compensation is provided for weddings and weekend hall/room rentals)
- Interact with church staff on a daily basis and respond to staff requests in a timely fashion
- Take trash to dumpster at the end of the shift.
- Set up tables and chairs for scheduled meetings and events.
- Remove snow and treat ice from sidewalks when necessary.
- Maintain open communications with the Head Custodian and Administrative Assistant especially if an absence is expected.
- Report any outstanding issues or problems to the head custodian.

### **Supervision:**

- Direct supervision will come from the Head Custodian.
- The employment of the Afternoon 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.

## Afternoon Custodian Task Checklist

The Afternoon Custodian may have maintenance obligations that arise from the daily activities of the church which are unforeseen. On rare occasions, cleaning task may need to be delayed but not eliminated. Additional responsibilities are:

- table and chair set-up for regularly scheduled afternoon meeting and special events
- removal of snow from sidewalks and treatment for ice
- respond to staff work requests in a timely fashion
- check the day's schedule to ensure room(s) scheduled for use are clean and set up properly
- periodic inspection of surety and fire systems
- maintaining security doors schedules
- assist head custodian with periodic inspections of
  - ✓ the kitchen (e.g. equipment, drains, sinks, etc.)
  - ✓ exterior (e.g. drains, gutters, caulking, seals, paving joints, door locks, etc.)
  - ✓ heating and cooling systems and plumbing
  - ✓ entire building for wear, painting, carpeting

### Daily Cleaning Tasks

**Guiding Principal – Our church must be a welcoming place; visitors and members feel this when the entire building is clean especially rest rooms.**

**Areas of responsibility:** May Hall, Room 124, May Hall Kitchen, May Hall Rest Room, May Hall Hallway, Children Education Wing – Lower Level, Third Floor Classrooms, Checking regularly –Entryway, Entryway Restrooms, Office Wing Restrooms, Activity Center Restrooms

<b>May Hall Kitchen &amp; Hallway</b>		completed
May Hall Kitchen	<b>*Check daily; clean at least <u>once</u> a week on Fridays &amp; more often if needed resulting from room usage</b> -empty trash -clean & disinfect small sink by doorway, faucet & handles -wipe table tops when stains and soil is apparent -wet mop floor as needed	
May Hall Hallway	<b>*Clean daily</b> -vacuum	
Child Care Rest Room (across from custodial office)	<b>*<u>Clean daily</u>; checking periodically through the day and cleaning when necessary</b> -clean & disinfect sink, faucet & handles -clean & disinfect toilet bowls, toilet seats, handles , bases -empty trash -wet mop floor -resupply with toilet paper, paper towels and soap as needed -clean mirror	

<b>May Hall</b>		completed
Main floor area	<b>*<u>Clean daily</u>;</b> -wet mop north half of the room -dry mop remaining floor; wet mop if needed -empty trash -vacuum rugs as needed	
Stage	<b>*<u>Clean daily</u>;</b> -wet mop floor	

Rom 124	<p><b>*Clean daily;</b>          -clean &amp; disinfect sink, faucet and handles          -clean &amp; disinfect door knobs &amp; light switches          -wet mop vinyl floor</p>	
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<b>First, Second &amp; Third Floor Stairs</b>		completed
First Floor Stairs	<p><b>*Check daily; clean at least <u>once</u> a week on Fridays; more often if needed resulting from room usage</b>          -wet mop</p>	
Second Floor Stairs	<p><b>*Check daily; clean at least <u>once</u> a week on Fridays; more often if needed resulting from room usage</b>          -wet mop</p>	
Third Floor Stairs	<p><b>*Check once a month; clean if needed resulting from room usage</b>          -wet mop</p>	

<b>Children Education Wing – Lower Level</b>		completed
Women’s Rest Room	<p><b>*Clean daily; checking periodically through the day and cleaning when necessary</b>          -clean &amp; disinfect sink, faucet &amp; handles          -clean &amp; disinfect toilet bowls, toilet seats, handles, bases          -empty trash          -wet mop floor-resupply with toilet paper, paper towel and soap          -clean mirror</p>	
Men’s Rest Room	<p><b>*Clean daily; checking periodically through the day and cleaning when necessary</b>          -clean &amp; disinfect sink, faucet &amp; handles          -clean &amp; disinfect urinals, toilet bowls, toilet seats, handles, bases          -empty trash          -wet mop floor-resupply with toilet paper, paper towel and soap          -clean mirror</p>	
Room 101 – <i>James Navigations</i>	<p><b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b>          -vacuum          -empty trash          -clean counter          -clean whiteboard</p>	
Room 102 – <i>John’s Agape Cafe</i>	<p><b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b>          -vacuum          -empty task          -clean counter          -clean whiteboard</p>	
Room 103 – <i>Andrew’s Bait Shop</i>	<p><b>*Check daily; clean at least <u>three times</u> a week on Mondays &amp; Wednesdays for LifeWise classes (Tuesdays &amp; Thursdays) and Fridays; more often if needed resulting from room usage</b>          -vacuum &amp; wet mop vinyl          -empty trash          -clean &amp; disinfect sink, faucet &amp; handles          -clean tables          -clean counter          -clean whiteboard</p>	
Room 105 – Galilee Bay	<p><b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b>          -vacuum          -empty task</p>	

	-clean & disinfect sink, faucet & handles -clean counter -clean whiteboard	
Room 108	<b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b> -vacuum -empty task -clean counter	
Room 113- Youth/High School	<b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b> -vacuum -empty task -clean & disinfect door knobs and light switches	
Room 117 – Youth Middle School	<b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b> -vacuum -empty task -clean & disinfect door knobs and light switches	
Room 116 – Youth Director’s Office	<b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b> -vacuum -empty task -clean & disinfect door knobs and light switches	
Room 115 – Youth Storage	<b>*Empty trash</b>	
The Cave	<b>*Check daily; clean at least <u>twice</u> a week &amp; more often when needed resulting from room usage</b> -wet mop floor -empty trash -clean table tops	
Halls in Lower Level	<b>*Vacuum at least <u>twice</u> a week &amp; more often when needed resulting in traffic from room usage</b> -clean & disinfect drinking fountains	

<b>Third Floor Classrooms</b>		completed
Room 304	<b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b> -vacuum -empty task -clean counter -clean whiteboard	
Room 305	<b>*Check daily; clean at least <u>twice</u> a week on Mondays &amp; Fridays; more often if needed resulting from room usage</b> -vacuum -empty task -clean counter -clean whiteboard	
Hall	<b>*Vacuum at least <u>twice</u> a week &amp; more often when needed resulting in traffic from room usage</b>	

<b>Entryway</b>		completed
Entryway airlock area and steps	<b>*<u>Check regularly throughout the day and clean</u> when traffic has brought in dirt, snow, mud, etc.</b>	

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<b>Office Wing Rest Rooms</b>		completed
Women's Rest Room	<b>*Check daily – throughout the day, cleaning when needed</b>	
Men's Rest Room	<b>*Check daily – throughout the day, cleaning when needed</b>	

<b>Entryway Rest Rooms</b>		completed
Women's Rest Room	<b>*Check daily – each afternoon, cleaning when needed</b>	
Men's Rest Room	<b>*Check daily – each afternoon, cleaning when needed</b>	

<b>Activity Center Rest Rooms</b>		completed
Women's Rest Room	<b>*Check daily – each afternoon, cleaning when needed</b>	
Men's Rest Room	<b>*Check daily – each afternoon, cleaning when needed</b>	

<b>Weekly tasks</b>		completed
In areas of responsibility	<b>*dust window blinds &amp; sills</b> <b>*dust TVs &amp; DVD players</b> <b>*clean tables when dirty</b> <b>*wipe surfaces of woodwork</b>	

1/21/26