

ZION LUTHERAN CHURCH
MISSION / JOB DESCRIPTION
CUSTODIAN

Job Title: Custodian

Purpose: The Custodian is to perform cleaning duties to keep the interior of the facility clean and orderly.

Position Status: Part-Time

Reports To: Senior Pastor and Congregational Council

Support Team: Property Committee and Mutual Ministry Committee

Responsibilities:

1. Remove dust from all hard surfaces.
2. Vacuum carpeted floor areas.
3. Sweep and mop hard surfaced floors.
4. Remove stains from carpet and tile floors.
5. Empty facility-wide trash receptacles into collection bin located in the lower level maintenance area.
6. Clean windows, blinds and mirrors.
7. Disinfect door handles, sinks, and toilets.
8. Refill paper and soap dispensers as needed.
9. Make notification to the Sexton of ceiling light bulbs needing replaced.
10. Obtain or request cleaning supplies replacement.
11. Ensure the facility is secure upon departure from the premises.
12. Perform other duties as assigned.

Requirements:

1. Provide a signed statement from a licensed medical doctor verifying appropriate physical condition to perform the responsibilities outlined in this document.
2. Provide appropriate PA Child Protection clearance, PA State background clearance and FBI fingerprint documents as required.
3. Flexible work schedule to accommodate weddings, funerals, etc.
4. Must be able to work independently.
5. Must use discretion with information obtained in the course of completing work.
6. Lift, carry, push, or pull up to 50 pounds.
7. Bend, twist, reach above and below the waist.

8. Walk or stand for extended period of time to complete tasks.
9. Possess a positive manner reflected by appearance and demeanor.

Salary / Benefits: Salary established by the Congregational Council. Two periods of 7 consecutive days vacation time.

I have read and received a copy of the Custodian Job Description.

Name Printed

Signature

Date