



# SOUTH ELKHORN

## CHRISTIAN CHURCH

### POSITION TITLE: CUSTODIAN

Accountability: Senior Minister	Hours: approximately 20-25/week
FLSA Status: Non Exempt	Pay: Hourly

### POSITION TITLE: CUSTODIAN

**Summary:** The purpose of this position primarily consists of general housekeeping duties to maintain the safety and cleanliness of South Elkhorn Christian Church (Disciples of Christ). The custodian receives an annual performance evaluation. Job description and compensation are reviewed annually.

### Relationships:

1. **Senior Minister** (Head of Staff) - supervisor who will review job performance, job description, weekly hours, vacation and help with questions of job scope, schedule, and concerns.
2. **Administrator** - schedules building use and communicates relevant custodial needs. Records requests and projects in Custodial Notebook. Purchases custodial supplies. Report broken items, clogged drains, damage to facilities or like concerns to the Administrator.
3. **Little Elks Preschool Director** - Communicates cleaning needs and requests custodial projects related to Little Elks building use.
4. **Ministry Support Leader** (church member) - May request assistance and support for relevant church building and grounds projects. Oversees custodial budget for South Elkhorn's Ministry Cabinet.

### Job Responsibilities & Duties:

Scope: Entire church building, parking lots, and exterior entrances to building.

1. Attend staff meetings as necessary and as invited by senior minister or staff member
2. Ensure chairs are un-stacked and properly arranged for worship services--often requires weekend hours (Friday or Saturday) during the school year, sometimes during the summer.
3. Be responsible for the cleanliness of the church facility ensuring that it is prepared for and presentable at time of use, including Little Elks Preschool.

## **Daily**

1. Office workroom:
  - a. Check inbox and record work hours
  - b. Review Custodian Notebook with project, requests, and information, and record response and date of completion
2. Restrooms:
  - a. Replace tissue, soap, and towels
  - b. Empty trash and replace liners
  - c. Clean and disinfect toilets
  - d. Disinfect sinks
  - e. Spot clean mirrors
  - f. Wipe down counters
  - g. Clean baby changing station
3. Refuse & recycling;
  - a. Empty all trash containers and replace liners
  - b. Dispose of building and ground trash in dumpster
  - c. Keep dumpster area free of debris
  - d. Empty all recycling containers
  - e. Set out blue recycling containers for weekly truck
  - f. Walk church grounds and pick up trash/litter
  - g. Look for and remove debris blocking drains for stormwater
4. Dust mop hard surfaces
5. Conference Room (211)
  - a. Tables arranged for relevant use
  - b. Clean tables
  - c. Organize room/furniture
6. Kitchen;
  - a. Wipe down surfaces
  - b. Put away items left out and report uncleanly conditions by previous use
7. Little Elks Preschool:
  - a. See Little Elks tasklist

## **As needed during the week:**

1. Clear litter and loose items from outside main entrances
2. Vacuum all mats and rugs
3. Sweep and mop bathroom floors
4. Offices and classroom:
  - a. Empty trash and recycling
  - b. Vacuum or sweep/mop floors

## **Weekly**

1. Place loose and unclaimed items in Lost & Found

2. Set up tables and/or chairs for groups
3. Vacuum offices and classrooms
4. Clean all entrance glass
5. Dust communion table, podiums, piano
6. Damp mop all surfaces
7. Damp wipe all tables
8. Worship area in preparation for Sunday worship:
  - a. Stage: vacuum, clean, and pick up loose trash, communion cups, and paper waste
  - b. Gym floor:
    - i. Vacuum carpet
    - ii. Unstack and arrange chairs for worship (check with staff on relevant chair arrangement for season/service)
  - c. Loft: vacuum, clean and pick up loose trash, communion cups, and paper waste

### **Bi Weekly**

1. Dust all surfaces including furniture, cabinets, blinds, and window ledges
2. Dust coat racks, shelves and benches
3. Dust staff offices
4. Dust and vacuum Historic Sanctuary, including cleaning out insects or other debris from baptistry

### **Monthly**

1. Dust surfaces over 5 feet
2. Dust blinds and doors
3. Clean light switches, doors, and door jams
4. Clean picture frames and glass
5. Wipe down refuse and recycling containers

### **Annually or as needed**

1. Order supplies through Administrator
2. Replace light bulbs
3. Dust baseboards
4. Remove cobwebs
5. Clean interior windows
6. Dust fire extinguisher areas
7. Clean and organize custodial room
8. Clean and sanitize fountains
9. Clean walls and partitions in bathrooms
10. Clean under cabinets in Worship & Wonder rooms

***Other duties as assigned.***

**Ability to:**

- Carry out instructions given in English: written, oral, or diagram form.
- Transfer weight up to fifty (50) pounds
- Climb and work from ladders
- Stand, walk, sit, stoop, kneel
- Work as a team with other staff members
- Treat church members, visitors and facility users with respect and courtesy
- Be flexible in availability to accommodate the schedule of church activities.
- Maintain confidentiality with sensitive information.

**Knowledge of:**

- Custodial equipment (e.g. hand and small power tools, ladders, floor buffers, vacuums, carpet cleaners, etc.).

**Minimum Qualifications:**

- Education: Possess a high school diploma or hold a general education degree (GED) certificate, is preferred.
- Experience: At least one year of prior experience in custodial duties, preferably in a church or similar setting.

**Special Requirements:**

- Criminal History Background Check

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## ***CUSTODIAL CHECKLIST***

### ***LITTLE ELKS***

#### Daily (every day)

- ☐ Remove Trash & Recycling (all rooms, offices, and McMahan Hall/Kitchen)
- ☐ Wipe down bathrooms (wall splatter, high touch surfaces like handles, faucets and light switches).
- ☐ Floors
  - ☐ Dust Mop/sweep (including entrance tile, McMahan Hall, and especially snack area)
  - ☐ Vacuum Rugs
- ☐ Don't forget nursery (2 year old classrooms), especially emptying diaper pails

#### Weekly (at least 1/week)

- ☐ Clean entrance glass
- ☐ Mop floors

### ***CHURCH***

#### Daily (every day)

- ☐ Clock in/out
- ☐ Check inbox and record work hours
- ☐ Review Custodian Notebook with project, requests, and information, and record response and date of completion
- ☐ Floors
  - ☐ Dust Mop/sweep all hard surfaces (especially foyer and conference room)
  - ☐ Vacuum entrance rugs (check every day, clean as needed)
- ☐ Trash & Recycling throughout building
  - ☐ Areas that often get missed: Communion Prep Room (beside stage), bathroom off communion prep room, loft, stage storage room
  - ☐ Empty all trash containers and replace liners
  - ☐ Dispose of building and ground trash in dumpster
  - ☐ Keep dumpster area free of debris

- ☐ Empty all recycling containers
- ☐ Restrooms:
  - ☐ Replace toilet tissue, soap, and towels
  - ☐ Empty trash and replace liners
  - ☐ Toilets: wipe down, brush clean, and disinfect
  - ☐ Wipe and disinfect sinks
  - ☐ Clean mirrors
  - ☐ Wipe down counters
  - ☐ Clean baby changing station
- ☐ Kitchen:
  - ☐ Wipe down surfaces
  - ☐ Put away items left out and report uncleanly conditions by previous use
- ☐ Conference Room (211)
  - ☐ Tables arranged for relevant use
  - ☐ Clean tables
  - ☐ Organize room/furniture

Weekly (at least 1/week)

- ☐ Clean entrance glass (Friday)
- ☐ Mop all hard floors (Friday) - may need 2/week (as in Monday, too) during bad weather weekends - bathrooms, hallways, foyer, kitchen
- ☐ Detail bathroom clean - toilets, sinks, supply check
- ☐ Wipe down water fountains
- ☐ Vacuum carpeted rooms
  - ☐ staff offices (Stasia, Holly, Michael)
  - ☐ Vacuum classrooms
  - ☐ Vacuum Gym floor, stage, and loft
- ☐ Chairs for worship (Friday): chairs are un-stacked and properly arranged for worship services--often requires weekend hours (Friday or Saturday) during the school year, sometimes during the summer.
- ☐ Set out blue recycling containers for weekly truck
- ☐ Walk church grounds and pick up trash/litter
- ☐ Look for and remove debris blocking drains for stormwater