

JOB DESCRIPTION
St. John's Lutheran Church
1804 Highland Avenue, Eau Claire, WI 54701

POSITION: CUSTODIAN

The Custodian helps the Facility & Grounds Manager maintain the church property and building. This person may have direct contact with all people coming to St. John's for worship and for preschool. This person will work with staff and organizations related to St. John's as directed by the Lead Pastor.

Responsibilities:

This position will perform general janitorial duties, which may include the following activity:

- Keep floors clean: sweeping, mopping
- Vacuum carpeted areas
- Dusting.
- Cleaning windows.
- Open and close classrooms as need.
- Check windows, lights and determine all people have left the building when leaving.
- Keep faucets clean.
- Take out garbage as needed.
- Clean restrooms: toilets, sinks, walls, urinals, mirrors, floors, etc.
- Dust and sweep stairwells.
- Keep elevator doors and walls clean.
- Keep dispenser full of soap, towels, and air fresheners as needed.
- Clean chairs, tables, and chalkboards.
- Assist Facility & Grounds Manager when requested.

Accountability and Terms of Employment:

The Custodian reports to the Lead Pastor and works directly with the Facility & Grounds Manager.

Other terms of employment will be in accord with the Employee Policy Manual of St. John's Lutheran Church.

All employment at St. John's Lutheran Church is contingent upon satisfactory reports from references and a background check run through local law enforcement agencies.

Revised April 2017