

Custodian Job Description
Messiah Lutheran Church
415 S. 18th St. Aurora, Nebraska 68818

These items need to be accomplished (at least) ONCE EACH WEEK:

1. Sanctuary
 - a. Dust pianos, organ, and all window ledges, altar railings
 - b. Vacuum All—pay special attention to altar/railing area due to communion bread crumbs and under pews
 - c. Check pew fabric for areas that need spot cleaning
 - d. Spot clean as necessary
 - e. Clean windows & door handles on the West wall/entry to the Sanctuary

2. Sacristy
 - a. Wipe down countertops
 - b. Take out trash
 - c. Restock hand washing supplies as needed
 - d. Sweep & Mop

3. Narthex/Hospitality Area
 - a. Clean glass in main entryway
 - b. Wipe down tables in hospitality area
 - c. Wipe down Hospitality countertop
 - d. Vacuum all
 - e. Dust window ledges
 - f. Clean windows/doors
 - g. Sweep & Mop Hospitality Floor
 - h. Take out Trash and Recycling

4. Restrooms (Handicap Restroom in North addition, Men's/Women's in Fellowship Hallway, Men's/Women's in Sunday School Wing, PreSchool Bathroom)
 - a. Wipe Down and Sanitize all countertops
 - b. Clean Toilets (seat, back, base, lid, and inside)
 - c. Sweep & Mop all flooring
 - d. Open Changing Stations and Clean/Sanitize
 - e. Clean stall doors, walls and handles
 - f. Restock items as needed (toilet paper, hand soap, tissues, paper towels)
 - g. Take out trash and recycling
 - h. Clean Mirrors

5. Fellowship Hall
 - a. Wipe down tables
 - b. Wipe down chairs as needed

- c. Dust window ledges
 - d. Vacuum all
 - e. Take out trash and recycling
6. Kitchen
- a. Wipe down countertops
 - b. Sweep and Mop flooring
 - c. Restock supplies as necessary
 - d. Wipe down appliances
7. West Wing/Sunday School Rooms
- a. Wipe down all Sunday School tables
 - b. Dust window ledges
 - c. Vacuum all
 - d. Take out trash and recycling
 - e. Clean entryway glass
8. Offices
- a. Clean/Sanitize Tables, Desks, and Countertops
 - b. Dust window ledges and bookshelves (as needed)
 - c. Vacuum all—pay special attention to area below cupboards
 - d. Clean windows

These items need to be accomplished (at least) ONCE A MONTH:

1. Sanctuary
- a. Clean all Hymnal Holders on the backs of pews
 - b. Vacuum all pews
 - c. Polish wood backs on pews
 - d. Polish organ and piano
 - e. Polish Altar Rail
 - f. Clean baseboards
2. Narthex/Hospitality Area:
- a. Dust all woodwork with furniture polish
 - b. Vacuum window screens
 - c. Clean baseboards
3. Fellowship Hall
- a. Clean baseboards
 - b. Vacuum window screens
 - c. Clean windows

- d. Scrub trash and recycling cans
- 4. Kitchen
 - a. Clean interior of appliances
 - b. Scrub trash and recycling cans
- 5. Restrooms
 - a. Clean walls
 - b. Scrub trash and recycling cans
 - c. Clean baseboards
- 6. West Wing/Sunday School Rooms
 - a. Clean windows
 - b. Vacuum window screens
 - c. Clean all whiteboards with whiteboard cleaner

*please let the Church Office know of any needed items: lightbulbs, cleaning supplies, paper supplies, etc.

The Custodian position at Messiah Lutheran Church will pay \$10 per hour, at a maximum of 15 hours per week. If hours need to go above the 15 per week, approval must be granted by the Property Committee Chairman and Pastor.

From time to time, duties other than those listed above may be needed. The Church Office will communicate these needs to the Custodian.

Cleaning will be needed before and after events held at the church including, but not limited to worship services, funerals, weddings, Showers, Vacation Bible School, fellowship and hospitality events.

Weddings will pay a set fee of \$50 directly to the Custodian. Couples will be advised of this by the Church Office.

By signing below, the Custodian agrees to complete duties as assigned above. Services will be provided by the below signed unless Property Committee Chair and Pastor are notified and services are approved.

Custodian Signature(s): _____ Date: _____

Date Reviewed with Custodian: _____

