First Congregational United Church of Christ
Eldora, Iowa

CHURCH CUSTODIAN JOB DESCRIPTION

PRIMARY FUNCTION:
To clean and provide a neat and orderly building and to assist the church in its many ministries.

RELATIONSHIPS:
The custodian is directly responsible to the Pastor. The custodian is also accountable to the Church Council through the Buildings and Grounds Committee.

RESPONSIBILITIES:

a. The custodian is expected to clean the church at least weekly and have it in good order for Sunday worship: dust, sweep, vacuum, clean restrooms, kitchen, windows, etc. The basement should be ready for the Walking Wednesday program each week.

b. Once a week the custodian is expected to empty all wastebaskets and place garbage in the dumpster. Replace plastic liners in wastebaskets as needed. If the dumpster becomes full before the normal pick-up dates, the custodian will call Knight Sanitation to arrange dumping.

c. Set up for meetings during the week as needed. The custodian should check the church calendar for a schedule of meetings and other church events. Specific requests will be directed to the custodian as they arise.

d. The custodian should keep restrooms supplied with toilet paper, soap, and paper towels as needed.

e. The custodian shall change light bulbs as necessary.

f. The custodian will order needed custodial supplies that fall within the annual budgeted amount for church maintenance. Supplies that are outside of this budgeted amount should be directed to the Church Council through the Pastor.

g. The custodian should do any small repairs as needed and advise the Pastor of any major building repairs or maintenance needs.

h. Large, annual clean-up tasks should be directed to the Buildings and Grounds Committee for a church-wide clean-up day. The custodian will ensure that the necessary supplies are available to the volunteers who assist with the clean-up day.

i. **Funerals** — The custodian is expected to clean the church before and after funerals. The custodian should set up the church for the funeral as directed by the Pastor.

j. **Weddings** — The custodian is expected to clean the church before and after the wedding. The custodian will be paid directly by the couple being married per the fee established by the Church Council.

k. The Buildings and Grounds Committee suggests that the custodian do “normal” cleaning (see a & b above) each week, plus concentrate on deep cleaning of one area each month on a rotating basis (windows, cobwebs, corners, stain removal)
1. The custodian shall have snow shoveled from the sidewalks before 8 a.m. on Sunday mornings, by 9 am on Wednesdays and Fridays when the church office is normally open, and by Noon on other days. Custodian will also ensure that sidewalks and stairs are clear of snow in time for our Wednesday evening program, and for funerals and other special events. The custodian will also ensure that the sidewalks and stairs have been appropriately treated with ice melt as needed.

m. The custodian shall be responsible for assuring that the lawn is mowed and otherwise cared for as needed.

n. The custodian shall report at least annually on the condition of the physical plant of the church and raise any concerns that may need to be addressed by the Buildings and Grounds Committee and the Church Council.

HOURS:

The custodian may work at his/her own convenience, an average of 8-10 hours per week.

SALARY:

Proposed by the Stewardship Board, approved by the Church Council, and voted on at the Annual Meeting of the congregation. The pay schedule is twice a month, on the 15th and the last day of the month.

VACATION/SICK LEAVE:

There is no paid sick leave, vacation, or holidays for part-time staff, but the church will be sensitive to requests for time off.

Substitute personnel for the custodian — the custodian shall find his/her own substitute to clean the church during the time he/she is away. Substitutes (if not church members) will need to be approved by the Pastor.

TERMINATION PROCEDURE:

The custodian is required to present a written notice to the Pastor and the Buildings and Grounds Committee a minimum of fourteen (14) days prior to termination of employment.

Fourteen days notice will be given to the custodian by the Church Council in the event of involuntary termination.

EMERGENCY CONTACTS:

The pastor or the Chair of the Buildings and Grounds Committee

EVALUATION:

The custodian’s performance will be evaluated periodically by the pastor in cooperation with the Buildings and Grounds Committee and/or the Church Council. The Buildings and Grounds Committee will meet with the custodian on an annual basis to review and revise the custodian’s work responsibilities.

PASTORAL CHANGE:
In the event of a pastoral change, all staff positions will be reviewed within 90 days of the change.