

## **Maintenance Custodian St. John's Lutheran Church**

### **Purpose:**

To serve St. John's Lutheran Church by providing custodial care and maintenance to the Church owned buildings and surrounding grounds.

### **Responsibilities:**

- Responsible for working two Sundays per month as well as determining equitable coverage for months with five Sundays. Arrive early enough for building and worship service preparation. See attachment for detailed responsibilities.
- Assist the Housekeeping Custodian in the preparation of room setup for various Church functions.
- Report all unfavorable conditions and needed repairs to the Property Committee chair.
- Maintenance of ALL the facilities (inside and out) including minor repairs as well as grounds care. Some projects may be subcontracted based on approval of the Property Committee and Church Council.
- Maintenance of all building security. This includes locks and electronic security system.
- Purchase supplies as needed for the facility.
- Work with local fire inspectors to insure the buildings are safe and meets fire code requirements.
- Exercise fiscal responsibility when utilizing funds from the Church maintenance budget and adhere to prescribed billing and receipt procedures.
- Complete other, position appropriate tasks, as directed by the Property Committee.
- Share the custodial support for weddings and funerals (see attachment for detailed responsibilities).
- Assist the Housekeeping Custodian as needed.

### **Qualifications:**

- Ability to foresee and proactively resolve problems with his/her area of responsibility with a minimal amount of supervision.
- Required to demonstrate initiative, a desire for excellence, a positive work ethic and the flexibility to respond to the needs throughout the Church properties.
- A vital Christian faith that is evident through one's testimony and life.
- Communication skills as well as the ability to relate well to people.
- Requires work on Sunday mornings and some evenings.
- Appropriate references along with a satisfactory police background check.
- Requires good physical condition as well as the ability to lift heavy objects and climb ladders.

### **Accountability & Expectations:**

- Attend monthly staff meeting
- Report to Property Committee & Church Council.
- The Maintenance Custodian is a member of the Property Committee and shall attend regularly scheduled meetings.
- Be on call 24/7 for security alarms and any situations that need immediate attention.
- Utilize the volunteer skills of the Property Committee and Congregation.
- Part-time position with flexible hours of approximately 80 hours per month.

Our Mission: "Saved by the grace of God to witness and to serve others."

## **Detailed Responsibilities**

### **Various sections apply to both Maintenance and Housekeeping Custodian**

#### **Maintenance Custodian:**

Maintenance of ALL the facilities (inside and out) including minor repairs as well as grounds care.

- Perform minor repairs to fixtures, flooring, walls and equipment. This includes:
  - Some painting
  - Contract carpet cleaning when necessary
  - Minor carpentry and electrical work
- Maintain the heating and cooling system
- Maintain thermostats for comfort and economy
- Clean gutters (leaves, etc.)
- Check sump pumps under Parish House, clean leaves out of water pit
- Be on-site every two weeks for automatic generator testing.
- Service tractor as needed
- Oversee the completion of quarterly water testing and disinfect as needed.

#### Purchasing

- Purchase paper products and supplies (e.g., paper towels, table coverings, plastic eating utensils, etc.).
- Purchase cleaning products and tools.
- Purchase worship supplies.

#### Spring & Summer

- Take storm windows off
- Open air conditioner vents in office and lounge
- Paint outside as needed
- Ready air conditioners
- Oil all motors
- Perform yard care. This includes:
  - Lawn mowing with the Church mower
  - Weeding and spraying
  - Trimming shrubs and trees
  - Mulching and Fertilizing
  - Burn brush safely

#### Fall & Winter

- Put storm windows on
- Close vents: 2 in Church, under Parish House, under eaves
- Cover large air conditioner
- Close air conditioner vents in Office and Lounge
- Change filters on heat exchanger upstairs
- Turn heat on; check valves for leaks, check thermostats.
- Check all doors to be sure all seals and closure are air tight.
- Snow removal and ice:
  - Apply ice control substances and shovel entrances of all buildings as necessary.
  - Contract and communicate requirements for snow removal to an outside service for parking lots and sidewalks as directed by the Property Committee.

## **Shared Responsibilities**

### Preparations for Sunday Worship:

#### Prior to Sunday Morning

- Maintain oil in candles
- Change eternal flame candle as needed
- Change hymn numbers on hymn board

#### Before church:

- Unlock all entrance doors
- Check all thermostats, heating or air conditioning
- Check restrooms. Make sure nothing is out of place from the night before (after weddings, etc.)
- Check drinking fountain to make sure they are clean.
- Check windows and doors for handprints and clean accordingly.
- If there is a baptism, set up candles, banner, water, baptism candle, napkin for drying baby's head
- Set altar flowers, if we have side bouquets, check bulletin to see where they go (baptism font or pulpit)
- Ring bell 7 times before the 10:45 service
- Lock offering from early service in the small safe in the office

#### After church:

- Turn all thermostats down
- Make sure all lights are off
- Put tables and other miscellaneous items away
- Clean up cookie crumbs, etc. after coffee hour
- Lock all doors and set security alarm if the church is empty.

### Preparations for Funeral:

- At noon the day of death or noon the next day, program bell ringing
- Day of funeral:
- Unlock all doors prior to funeral home arrival
- Check heat or A/C (whatever appropriate)
- Set up tables and chairs in the Parish Hall for lunch based upon number of attendees

### Preparations for Wedding:

#### Before:

- Check with pastor for any special instructions
- Put up wedding banner
- Place kneeling bench (if used)
- Place unity candle (if used)
- Place aisle candles (if used)
- Turn on heat/air as appropriate
- Unlock all doors
- Be at church about one hour before the service
- Light candles about 20 minutes before the service

#### After:

- Clean and check Nave, Chapel, restrooms, lounge, Narthex, and windows for Sunday morning worship
- Put things back in their proper place
- Lock all doors and set security system

### **Housekeeping Custodian:**

Perform on a weekly basis the following duties:

- Empty all waste baskets, gather and dispose of garbage, and take to the dumpster
- Check offices, pick up and put things away, clean areas as necessary.
- Clean and mop restrooms
- Dust areas as needed
- Run vacuum
- Spot clean needed areas on carpet
- Replace paper towels, toilet paper and soap
- Clean windows & doors in the Narthex entrances
- Clean entrance windows to the Church
- Clean all windows inside and out once per year. This includes screens, window blinds, and ceiling fans. (will need volunteer help)
- Set up tables and chairs for meetings and events
- Wash, clean, disinfect bathrooms, mirrors and water fountains