

## **Immanuel United Church of Christ ~ Bartlett, Illinois**

### **Job Description/Agreement for Church Custodian 2019**

**ACCOUNTABILITY:** Accountable to and works under the day-to-day supervision of the Pastor. The Building and Grounds Chairperson is responsible for overall supervision.

**JOB SUMMARY:** The Custodian is responsible for the maintenance of the church buildings and grounds. Minor repairs, as “general handyman” skills allow, and in consultation with the Building and Grounds Chairperson and/or the Pastor, will be completed.

#### **Duties and Responsibilities:**

- All waste and recycling receptacles will be emptied at the beginning *and* at the end of the week, and as needed per usage. Receptacles and their covers will be cleaned as needed.
- Offices will be vacuumed once/week; office furniture, equipment, and heat vents dusted/cleaned once a month, with other tasks as instructed by secretary and/or Pastor.
- Restrooms in the Educational Building shall be cleaned and sanitized twice a week, including counter tops, sinks, toilets and floors. Sanctuary as needed per usage, but at least once a week.
- Paper towels, toilet paper, soap and light bulbs should be checked and maintained as needed.
- Classrooms shall be cleaned once a week. This includes a thorough vacuuming, emptying of wastebaskets and cleaning sinks and counters.
- Worship area in the Church shall be dusted and vacuumed ready for future use. Remove and recycle any leftover service bulletins from pews.
- The lower level of the church building shall be cleaned once a week, including restrooms, nursery, and kitchen. Floors will be vacuumed/dusted, furniture dusted, and light bulbs checked (replaced as needed).
- Tile floors will be wet-mopped weekly, or as needed. Strip, re-wax and buff twice/year.
- Windows and doors shall be cleaned weekly. All windows shall be washed twice/ year.
- Requests for minor repairs will be made by the Pastor or Building and Grounds Chairperson.
- Set-up for meetings as directed. Rooms and public areas may have a general set-up with instructions for groups using them to return to condition as found.
- Exterior grounds shall be checked for maintenance and replacement of light bulbs and flood lights as needed. Responsible for changing timers per darkness hours for exterior spotlights (This timer is in the furnace room, south wall near door to the outside.)
- Responsible for changing Bell Tower timer in church for Daylight Savings and Standard Time.
- Weddings and Funerals will require immediate cleaning with set up/clean-up (extra stipend incl.).
- Perform other duties as assigned. Other cleaning and maintenance in and around the church premises will be expected and encouraged as time allows.
- Discuss requests for cleaning materials needed, and/or equipment repair or replacement, with Buildings and Grounds Chairperson. Refer orders to the Church office, or purchase.

Custodian shall be notified of urgent needs or dates in an appropriate amount of time to allow the task to be completed.

Immanuel United Church of Christ  
415 W. North Avenue Bartlett, Illinois 60103  
630-289-1320 [bartlett.iucc@att.net](mailto:bartlett.iucc@att.net)

Part Time Custodian Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Reachable Phone Number \_\_\_\_\_

What interests you about this position?

What skills would you bring to this position?

Employment record (list beginning with current or most recent):

Employer	Title	How Long	Supervisor/Phone
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_____	_____	_____	_____
_____	_____	_____	_____

Name, position and phone number of two References (not related to you):

1. \_\_\_\_\_

2. \_\_\_\_\_

Any other information you would like us to know:

Your Signature and Date \_\_\_\_\_