

St. Mark's Lutheran Church, 580 Hilltop Drive, Chula Vista, CA 91910

Job Description

Position: Custodian

Work Hours: 20 per week

Reports to: Church Council Property Committee

Job Objectives: Cleaning to maintain facility in good condition and conduct routine and preventive maintenance

- **Individual Requirements:**

- Treat all congregation members, pastors, staff and volunteers in a professional and friendly manner
- Ability to work without close supervision
- Physical ability to the tasks and responsibilities

- **Responsibilities and Tasks:**

- **Each work day**
 - Secure all buildings and set alarms
 - Inform Property Committee of needed repairs
- **Weekly**
 - Vacuum upper level, lower level including offices
 - Remove spider webs from buildings
 - Vacuum patio classrooms and nursery
 - Mop tile floors in offices and church entry
 - Clean all bathrooms (9) and restock with toilet paper, paper towels and soap
 - Clean Jacobson Hall, kitchen and youth center
 - Collect and remove trash from all buildings
 - Pick up trash in parking lot and exterior grounds
 - Inspect light fixtures in all buildings, replace defective lamps as necessary within capabilities
 - Inspect carpet and pew cushions; spot clean as necessary
 - Maintain and review Minor Repair Log and make indicated repairs
 - Procure and maintain consumable supplies (light bulbs, paper towels, toilet paper, cleaning supplies)
- **Monthly**
 - Clean Pergo flooring in the church music area
 - Wax and buff floor in Jacobson Hall as necessary
 - Inspect furnace; set thermostats, replace filters annually
 - Set electrical timers for evening lighting of parking lot, Jacobson Hall and Sanctuary
 - Inspect carpet, spot clean as needed, and coordinate annual cleaning with Council
- **Special Events**
 - Set up tables and chairs per request of group using space
 - Vacuum or mop after special events as needed; Office staff will notify Custodian of special events that require custodial care.
- **As Needed**
 - Procure and maintain emergency repair supplies (toilet repair valves, florescent ballasts, etc)