



Trinity Lutheran Church and School

Mission

In the name of Christ we will:
Equip individuals to
Strengthen families to
Impact the world

Job Description for Part-time Custodian

Description

The part time custodian will maintain the cleanliness of our church and school facility. This is a part-time, hourly position, working approximately 20 hours per week. The exact working hours for this position during the calendar school year and during summer hours, will be determined by the Facilities Manager.

Qualifications

Education: High School Graduate, vocational certificate or equivalent in work experience
Should be able to demonstrate abilities in time management and be a self-starter with the ability to work independently

Possess the stamina to do the physical labor of cleaning including lifting up to 30 pounds

Display abilities in planning, coordinating and implementing cleaning procedures

Demonstrate initiative and competence in working effectively without close supervision

Able to work with church, school and volunteer staff in a polite manner

Support other staff by being a positive role model, treating others with respect and care

Prefer experience in basic cleaning in an institutional setting or willingness to learn proper cleaning techniques

General Responsibilities

1. Work with other part-time custodians and administration to ensure that the school and church are properly cleaned and sanitized in accordance with daily, weekly, monthly, and seasonal cleaning schedules as assigned by the Facilities Manager or designee
2. Keep the premises neat and free of litter
3. Assist teachers and staff during clean-up of a health crisis or other emergency
4. Make sure that the building is secure and report any security concerns to the Facilities Manager
5. Record and report repair/replacement needs to the Facilities Manager
6. Keep an inventory of cleaning supplies and necessary items required to efficiently maintain the property. Inform Facilities Manager as supplies are needed

7. Organize and maintain property maintenance tools and cleaning equipment in storage rooms
8. One custodian will be designated to order janitorial supplies

Daily Responsibilities

1. Clean all bathrooms including mirrors, sinks, counter tops, towel dispensers, toilets, floors and doorknobs following prescribed cleaning techniques using disinfectant solutions.
2. Replenish paper towels, bathroom tissue and fill soap dispensers in bathrooms.
3. Empty wastebaskets.
4. Vacuum carpets and floor rugs.
5. Mop non-carpet floors with proper cleaning solutions, changing cleaning water frequently.
6. Clean glass doors in hallway areas.
7. Sweep and mop the reception and entrance area tile.
9. Check exit doors and lock classroom doors.

Weekly Responsibilities (do one each day)

1. Visually check for cobwebs and clean as needed.
2. Clean the glass exit doors.
3. Sweep the sidewalk leading into the building.
4. Dust classroom shelving areas
5. Clean windows inside and window ledges

Monthly Responsibilities

1. Clean one-way glass both inside and out.
2. Mop storage room floors.
3. Wipe door moldings and baseboard moldings.
4. Clean trash receptacles.
5. Dust air vents.
6. Vacuum edges of carpet.

Other Responsibilities

1. Clean windows inside and out in June.

Accountability: The custodian is accountable to the Facilities Manager