

Church Custodian

Job Description—Revised 6.19.26
Prairie Hill Church, Eden Prairie, MN

Position Title:
Church Custodian

Employment Status:
Part-Time Employee (fixed rate)

Reports To:
Senior Pastor

Position Review:
An annual review is completed during the final quarter of each year. The review is completed by the Senior Pastor.

Hours:
Cleaning should typically take place at these two (2) separate times:

- Either Monday or Tuesday evening outside of times when the building is typically in use.
- An additional time between Thursday Evening and Saturday Evening, outside of times when the building is in use by groups other than staff.
- Typical expectation is 10-11 hours of work per week.

Position Description:
Position is responsible for cleaning of the church building, including office spaces. Perform any combination of light cleaning duties to maintain facility in a clean and orderly manner.

Qualifications:
Qualified candidates will preferably have a high school diploma, manual dexterity, mechanical aptitude, and the ability to follow written and oral instructions. Previous experience within the cleaning industries is an asset. Verification of citizenship or eligibility to work in the United States as outlined under the Immigration Reform and Control Act of 1986.

Personal Attributes:

- Accountability
- Reliability
- Integrity
- Works with minimal direction

Job & Skill Requirements:

- Ability to bend, stoop, and reach.
- Ability to lift and carry objects weighing up to approximately 25 lbs.
- Ability to operate powered equipment normally found in janitorial operations.
- Ability to organize work and follow cleaning schedules.
- Ability to work around the staff and public.

General Position Responsibilities:

- Monitor building security and safety by ensuring that facility external doors are locked when leaving and checking appliance use to ensure that hazards are not created.
- Read and follow all label instructions on chemical materials and operating instructions for powered equipment.
- Treat all building occupants with courtesy and respect at all times.
- Report out-of-order equipment in the building (e.g.: leaking or broken fixtures) to supervisor.
- Maintain a safe working environment. Report unsafe conditions to supervisor.

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- Pick up abandoned items and place in the designated lost and found area.
- Pick up waste and possible obstacles and place in trash.

Specific Responsibilities: (all tasks completed weekly unless noted)

A. Early Week Timeframe (Monday/Tuesday)

- Touch up cleaning in kitchen, restrooms, fellowship hall
- Refill hand towels and paper towels as needed
- Empty garbage as necessary (upstairs/downstairs/kitchen/fellowship hall)
- Vacuuming & sweeping as needed in fellowship hall, kitchen, narthex, kids classrooms
- Manage recycling bin
- Table & chair set up/take down as directed

B. Late Week Timeframe (Thursday-Saturday)

Sanctuary

- ✓ Dust all flat services including piano, tables, desks, counters, railings and window ledges.
- ✓ Dust mop wood floor of the stage.
- ✓ Vacuum carpeted floor, stairs and between chairs.
- ✓ Empty all trash containers (replace liner as needed) as needed and place in dumpster outside.
- ✓ Clean doors, windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees as required.
- ✓ Pick up waste and possible obstacles and place in trash.
- ✓ Straighten rows of chairs as needed.

Narthex

- ✓ Dust all flat services including tables, bookcases, credenzas, desks, counters, railings and window ledges.
- ✓ Vacuum carpeted floor.
- ✓ Empty all trash containers (replace liner as needed) as needed and place in outside trash repository.
- ✓ Clean doors, windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees as required.
- ✓ Pick up waste and possible obstacles and place in trash.
- ✓ Water live plants. †

Restrooms (Upstairs & Main Floor)

- ✓ Dust all flat services including tables, bookcases, credenzas, desks, counters, railings and window ledges.
- ✓ Wash restroom counters with disinfectant cleaner.
- ✓ Dust mop and wet mop tile floor. ††
- ✓ Clean and polish sinks
- ✓ Clean, polish and sanitize urinals and toilets inside and out.
- ✓ Clean and Polish all metal door handles and paper towel dispensers and mirrors.
- ✓ Remove all trash and sanitary products from restrooms and properly dispose of waste.
- ✓ Empty all trash containers (replace liner as needed) as needed and place in outside trash repository.
- ✓ Monitor, maintain and stock restrooms with toilet paper, paper towels, soap, and sanitary waste disposal bags.

Stairwells (Upstairs & Main Floor)

- ✓ Dust all flat services including railings and window ledges.

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- ✓ Pick up waste and possible obstacles and place in trash.
- ✓ Vacuum carpeted stairs. – bi-weekly (weekly as required during inclement seasons)

Kitchen

- ✓ Dust all flat services including, counters, cupboard doors.
- ✓ Dust mop and wet mop vinyl floor.
- ✓ Clean and sanitize sinks, counters, metal preparation table.
- ✓ Put away any dishes or items left out on counters or in sinks.
- ✓ Clean out and sanitize refrigerator(s) once a quarter.
- ✓ Empty all trash containers (replace liner as needed) as needed and place in dumpster outside.

Fellowship Hall

- ✓ Dust all flat services including tables, bookcases, counters, railings and window ledges.
- ✓ Vacuum carpeted floor.
- ✓ Empty all trash containers (replace liner as needed) as needed and place in outside trash repository.
- ✓ Clean and sanitize trash container covers as needed.
- ✓ Clean doors, windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees as required. †††
- ✓ Pick up waste and possible obstacles and place in trash.
- ✓ Clean, sanitize, and polish drinking fountain
- ✓ Dust mop and wet mop brick floor in entry way.
- ✓ Pick up abandoned items and place in the designated lost and found area.
- ✓ Straighten entry mats and vacuum.
- ✓ Wipe down wall around kitchen serving window.

Offices ††††

- ✓ Dust all flat services including office furniture, bookcases, credenzas, desks, counters, and window ledges. (bi-weekly)
- ✓ Vacuum carpeted floor.
- ✓ Empty all trash containers (replace liner as needed) as needed and place in outside trash repository.
- ✓ Clean windows using soapy water or other cleaners, sponges, and squeegees as required

Classrooms †††††

- ✓ Dust all flat services including office furniture, bookcases, credenzas, desks, counters, and window ledges. (bi-weekly)
- ✓ Empty all trash containers (replace liner as needed) as needed and place in outside trash repository.
- ✓ Clean doors, windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees as required
- ✓ Vacuum carpeted floor.
- ✓ Dust mop and wet mop vinyl floor.
- ✓ Wash tables and counters with disinfectant cleaner.
- ✓ Pick up abandoned items and place in the lost and found basket in cleaning supply room.
- ✓ Pick up waste and possible obstacles and place in trash.
- ✓ Clean and sanitize sinks in equipped classrooms.
- ✓ Monitor and maintain paper towel & soap stock in equipped classrooms.
- ✓ Straighten pillows and cushions.

Hallway (Upstairs)

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- ✓ Dust all flat services including office furniture, bookcases, credenzas, desks, counters, and window ledges. (bi-weekly)
- ✓ Clean, vacuum and straighten couches, chairs and end tables as needed.
- ✓ Pick up waste and possible obstacles and place in trash.
- ✓ Vacuum carpeted floor.
- ✓ Clean doors, windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees as required
- ✓ Pick up abandoned items and place in the lost and found basket in cleaning supply room.

Parking Lot

Occasionally pick up trash left in parking lot
Empty any full trash containers located in the parking lot

Where needed

Table & chair set up/take down as directed

Compensation: Starting pay rate is \$20/hour.

Footnotes:

- † Live Plants are watered with tap water.
- †† Bathroom floors will not come completely clean due to the floors being sealed (by the contracting firm) with dirt, etc. being on the floor.
- ††† Outside glass has hard water stains that can not be removed with standard window cleaner. The hard water stains are due to water sprinklers and stains happen each time the sprinkler runs.
- †††† Office floors are vacuumed where possible. Some offices have materials stored on the floor and they are vacuumed around.
- ††††† Stacking classroom chairs aids in the efficient cleaning of the rooms (dry/wet mopping, vacuuming, and table disinfecting).