

St. Michael's Lutheran Church Church Custodian

Position Listing

St. Michael's Lutheran Church in Roseville, Minnesota, is hiring a part-time church custodian. The responsibilities for this position include: cleaning and upkeep of the church facilities, light maintenance, set-up and clean-up of rooms for church and community events, maintaining inventory and stocking of custodial, kitchen, and restroom supplies, cleaning and custodial support for an on-site preschool. Pay commensurate with experience.

If you are interested in learning more about this position, compensation, and hours, please contact Pr. Brad Froslee at brad@stmichaelselca.com or 651.631.1510

St. Michael's Lutheran Church

Church Custodian

Position Description

St. Michael's Evangelical Lutheran Church is looking for a proactive, efficient Church Custodian who possesses an understanding of proper cleaning methods and a respect for the religious and cultural beliefs of others. The Church Custodian will ensure that areas of the church both public accessible areas and less public areas such as storage rooms and closets of the church are clean and ready for the use of congregational members and other staff in creating an atmosphere of hospitality and welcome. The staff person will make minor repairs, change lightbulbs, vacuum, sweep, scrub and wax floors, clean carpets, sanitize surfaces, restock items, such as toilet paper, paper towels, and other supplies. The Church Custodian will also maintain supply inventory, submit purchase requests to the Church Secretary, and assist with preparations for congregational and community events (weddings, funerals, lunches, meetings, etc.)

The person in this role should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean and orderly place to worship and gather as a community. This staff member should also be knowledgeable about proper chemical handling and cleaning techniques with an emphasis on greener cleaning products, and have the ability to make basic repairs, including plumbing and electrical.

Church Custodian Responsibilities:

- Maintaining clean church facilities by performing daily, weekly, and monthly duties in all public areas of the building including bathrooms, sanctuary, kitchens, classrooms, offices, and meeting rooms.
- Working with weekend custodial staff to ensure that all areas are cleaned and stocked with necessary items.
- Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Performing maintenance, such as changing light bulbs, snaking water and sewer lines, replacing parts on toilets or soap dispensers, and making minor repairs.
- Set-up and clean-up for meetings and events in accordance with instructions
- Taking inventory of cleaners, paints, and other supplies and submitting requests when items need to be replaced.
- Remove snow on sidewalks and assist in maintaining sidewalks in condition during winter weather. This will involve some duties during regular work times from Sunday-Thursday. (The church generally employs an outside person to shovel snow, but at times the custodian assists).
- Work with Property Committee in arranging and preparing for congregational work days.
- Monitor and check mechanical equipment.
- Interacting with church staff, congregation members, and visitors in a respectful and positive manner.

Church Custodian Requirements:

- High school diploma or equivalent.
- Custodial experience or training may be required.

- Understanding of cleaning techniques and safety procedures.
- Awareness and willingness to incorporate green cleaning techniques
- Basic to moderate mechanical skills.
- Ability to lift 50 lbs. and able to regularly set up and take down tables and chairs.
- Snow shoveling and snow blowing ability
- Ability to pass a background check.
- Good communication, comprehension, and interpersonal skills.
- Demonstrates ability to prioritize tasks.
- Ability to report to and provide insight to the Property Committee and volunteers (via e-mail or in-person conversations)
- Flexibility to adjust schedule to work with the church schedule.
- Ability to accomplish task oriented and project oriented work with limited direction.
- Ability to communicate with or coordinate with weekend custodians, lawn service providers, snow removal providers
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

Additional Skills or background that are beneficial:

- Boiler License (current or ability to attain)
- Skills or background in plumbing, mechanics, electrical work

Custodial Responsibilities

Youth Room	Vacuum
	Empty trash
	Disinfect table
	Dust workstation desk
Hallways	Vacuum
	Dust cabinets and fixtures
	Spot clean carpet as needed
	Wash glass doors (especially at height of children)
	Recycle Bulletins
Serving Area	Sweep and mop floors
	Wipe down counter
	Empty garbage
	Arrange tables and chairs for Northern Voices/SS
Kitchen	Sweep and mop floors
	Empty garbage
Courtyard Room	Empty trash
	Wipe down counter in kitchen area
	Wipe down sink in kitchen
	Sweep floor, mop as needed
	Spot clean carpet
Offices/Northern Voices Office	Empty all garbage
	Empty all recycling
	Vacuum carpeting
	Dust for cobwebs
Bathrooms	mop floors
	dust corners for cobwebs
	Clean and scrub toilets and urinals
	Wash off tile walls
	Wash sinks, counters, faucets, faucet handles
	Wipe down partitions especially next to urinals

	Empty trashes and feminine boxes
	Replenish supplies
Library	
	Clean glass table
	Vacuum carpet and furniture
	Dust
Classrooms	
	Vacuum
	Disinfect tables, counters
	Empty trashes
	Wash windows in doors
Lock-up	
	Lock/Check all exterior doors as needed
Weekly	
Youth Room	
	Dust and disinfect work station
	Vacuum coaches/seats
Hallways	
	Wash indoor doors--bathrooms, classrooms
Serving Area	
	Clean/scrub down inside and outside of garbage container
Kitchen	
	Empty and clean dishwasher filter
	Check and restock papertowels and supplies
	Disinfect and fully clean dishwasher area, counters, sinks
Courtyard Room	
	Dust/clean coffee/hot chocolate area
	Check/clean microwave
Offices/Northern Voices Office	
	Dust offices and shelves
	Clean interior/exterior windows; glass, doors
Upstairs	
	Clean carpet, sweep/clean floors
	Dust counter tops, desks, cabinets
	Dust for cob webs
Bi-weekly Tasks (every other week)	
	Take recycling out on Thursday afternoon/evening for Friday pickup
Monthly Tasks (likely last week of the month)	
	Garbage containers emptied, washed, dried, returned
	Windows in classrooms washed

	Cobweb walks--check all classrooms/rooms
	"Wall walk" check for marks, scuffs in halways and clean
	Baseboards in classrooms/hallways wiped down cleaned
	Registers in hallways wiped down, dusted, vacuumed underneath
	Check clocks (clean, set as needed)
	Clean refridgerators
	Buff flooring
	Check and clean windows

Annual Tasks

	Window deep clean--sills, tracks, glass
	Strip and re wax tile floors
	Deep clean all classroom cabinets and counter tops
	Shampoo chairs in classroom one, courtyard, fellowship as needed

Seasonal

	Shovel sidewalks
	Weed and Water Shrubs and plants
	Fill bird bath

**Other tasks assigned by church administrator/pastors
Facilities Request Forms-set up/tear down as needed**