ELIM LUTHERAN CHURCH

504 Baker Street | Petaluma, CA 94952 | ph: 707-762-4081 | fax: 707-773-7866 | www.elimpetaluma.org

CUSTODIAN JOB DESCRIPTION

Elim is a Lutheran congregation (ELCA) in Petaluma, California, founded in 1925. Elim has played an influential role in Petaluma, transforming our community through direct ministry and helping to incubate other nonprofits such as Petaluma Ecumenical Properties, Committee on the Shelterless (COTS), and Petaluma Bounty. Our preschool, Little Shepherd Lutheran Preschool, has been operating for over 30 years and has taught thousands of Petaluma children. Our mission reach extends beyond Petaluma to New Orleans, Mexico, and Tanzania. We are committed to serving God in this place and look forward to bringing the Good News of Jesus Christ to the people of Petaluma.

Primary Function

This position is responsible for the general upkeep and cleanliness of all church property, performing the many duties needed to keep the church and preschool looking pristine and orderly at all times. The custodian will provide cleaning and maintenance services for common areas for the entire facility, with a particular emphasis on maintaining preschool areas in an immaculate condition. Another important responsibility of the custodian is acting as the congregation's representative to the many users of the sanctuary and fellowship hall. Often these users are not members of the congregation and require assistance/supervision by the custodian. The position is for approximately 8 hours per week. Hourly wage is negotiable based on the successful candidate's experience and skills.

Essential Responsibilities

1. Clean the Church and Preschool Spaces in the Church Building

- Clean the Sanctuary, entry area, and overflow area—vacuum carpets, dust mop floors, and dust window sills, pulpit, altar, altar rail, and the piano. Keep pews and book racks neat and free of needless paper.
- Clean the Entry Room (from fellowship hall)—vacuum the carpet and dust all areas.
- Clean the Kitchen—mop the floor, dust and keep counters clean. Empty the garbage cans daily and check paper towel holders.

- Clean the Fellowship Hall, Choir Room, and Side Room (for Preschool use)—mop floors when dirty (at least once a week), spot mop daily, vacuum all carpets, dust where and when needed. Empty all trash cans daily.
- Clean the Bathrooms off the Fellowship Hall (Church and Preschool)—mop the floors, clean the mirrors, counters, toilets, and basins. Keep the paper dispensers full and empty the trash cans. Vacuum the air vents as needed.
- Clean the Two(-year-old)s Room (for Preschool use)—vacuum carpets, clean bathrooms (mop, clean basins, empty trash), shampoo carpet when needed.

- Clean all spaces upstairs, including all Classrooms, hallways, stairways, the Choir Loft, the History Room, and Bathrooms—vacuum all carpets, dust counters, surfaces, and window sills. Empty all trash cans and check paper dispensers. In Bathrooms—mop the floors, clean the mirrors, counters, toilets, and basins.
- Clean the Front Porch—sweep and keep clean, clean the steps. Keep sidewalk clean by steps
- Clean the Outside porch areas—keep the sides and back clean.

2. Set up Preschool Spaces

- On Sundays, set up tables, chairs, and cabinets.
- Wash table tops once a week or when needed.
- On Fridays push everything to back corner.

3. Clean Office Building

- Clean the Bathrooms (upstairs & downstairs)— mop the floors, clean the mirrors, counters, toilets, and basins. Replace paper towels and toilet paper as needed and empty the trash cans.
- Clean Offices (upstairs and downstairs) and the Fireside Room—vacuum all carpets and dust all surfaces including desktops. Empty trash baskets.
- Clean the Kitchen—mop the floor, dust and keep counters and sink clean. Empty the garbage cans. Replace paper towels.
- Clean Stairs and Back Porch Room.
- Clean Front Porch—sweep and keep clean.
- Take garbage cans to the street on garbage day (Garbage pick-up on Thursday, put out Wednesday evening)

4. Building Use Liaison & Maintenance

- Act as the congregation's representative to the many users of the sanctuary and fellowship hall, including the Westside Petaluma Interfaith Food Pantry each Thursday afternoon. Provide assistance and supervision to these groups.
- Ensure that meeting rooms and Preschool spaces are arranged properly for use prior to the start of events listed on the weekly calendar.
- Secure the buildings, ensuring that all doors are locked after building use groups exit the facility at night, and that doors remain locked for the Preschool in the morning.
- Maintains and monitors inventory of cleaning supplies and paper and notifies the Office Manager so that orders may be placed.
- Perform light maintenance duties including small repairs as requested by the General Manager or Chair of the Facilities Team, notifying the General Manager or Facilities Team Chair of any equipment failures or areas in need of major repair.

Qualifications:

The successful applicant will possess the following mandatory requirements:

1) Motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills.
2) Commercial cleaning experience and knowledge of cleaning methods, materials and appropriate equipment for a variety of cleaning projects.
3) Attention to detail, being able to work with others to foster an environment of teamwork; able to work independently and as part of a team.
4) Flexible, responsible, and able to relate well to other church staff, congregants and visitors.
5) Be honest, trustworthy, and respectful of others.
6) Demonstrate a commitment to excellence in performing job functions.

The following qualifications are desirable but not required:

1) Active membership in Elim or another congregation of the Evangelical Lutheran Church in America, or the willingness to join Elim as a voting member.

This position may become aware of confidential information. Elim requests each applicant to provide at least two references whom Elim may contact and who can speak to the applicant's qualifications and/or character. At least one reference must have knowledge of the applicant's qualifications for this role. References who are relatives of the applicant will not be considered in our evaluation. In addition, the successful candidate must consent to and pass a background check in order to complete the employment process and begin work.

Elim Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics and any other criterion prohibited by law.