



Elim Lutheran Church

504 Baker Street • Petaluma, CA 94952

Office: (707) 762-4081

www.elimpetaluma.org



Elim Lutheran Church Custodian

Reports To: General Manager

Description of Position:

This position is responsible for the general upkeep and cleanliness of 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 services for common areas of the primary facility, with a particular emphasis on maintaining preschool areas in an immaculate condition.

The position is for approximately 18 to 20 hours per week. Hourly wage is negotiable based on the candidate's experience and skills.

Work Schedule:

- Cleaning is six days a week. Daily cleaning needs are usually 2 to 2.5 hours. One day per week (Friday evening) is 4 to 5 hours to allow more time to clean the sanctuary and upstairs meeting rooms.
- Cleaning can usually occur after 9 PM or in the early AM. If cleaned in the morning, all work must be completed by 7 AM during the week.

Responsibilities:

1. Clean the church and preschool spaces in the church building following a provided schedule.
2. Cleaning to include vacuuming, mopping, sweeping, dusting, cleaning counters and tables, emptying garbage cans daily, cleaning restrooms, restocking paper towels, toilet paper, soap and hand sanitizer dispensers, cleaning mirrors, and window sills, vacuuming air vents as needed.
3. Set up preschool spaces per the provided schedule--setting up tables and chairs, and arranging movable cabinets into a set position after church events so that the room is ready for the preschool program.
4. Clean kitchen counters, tables, sinks and floor on a daily basis when the Pre-School is in session.



Evangelical Lutheran Church in America

God's work. Our hands.

5. Make sure all doors are locked after people exit the facility at night and before you leave.
6. Maintain and monitor inventory of cleaning supplies and paper products and notify the Office Manager promptly when supplies are low.

Requirements:

- 1) Commercial cleaning experience and knowledge of cleaning methods, materials, and appropriate equipment for a variety of cleaning projects.
- 2) Present a professional demeanor and presence, positive attitude, strong work ethic, attention to detail, and excellent verbal communication and interpersonal skills.
- 3) Able to work independently in an efficient manner and as part of a team, as needed.

This position may become aware of confidential information. Elim requests each applicant to provide at least two references who are not related to the applicant, whom Elim may contact and who can speak to the applicant's qualifications and character. At least one reference must know the applicant's qualifications for this role. Also, the candidate must consent to and pass a background check to complete the employment process and begin work.

How to Apply:

Please visit the jobs page on our website (www.elimpetaluma.com/jobs) and fill out an application. Scan and email the form to jobs@elimpetaluma.org

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.

