

ST. MARK LUTHERAN CHURCH
129 Charles Street
Hanover, Pennsylvania

JOB DESCRIPTION

TITLE: Housekeeper / Custodian

REPORTS TO: Senior Pastor

SUMMARY: Tends to general interior housekeeping duties of sanctuary, fellowship hall, parlor, offices, classrooms, bathrooms, and hallways. The housekeeper will use the cleaning equipment and supplies of the church to complete the tasks assigned and oversee the restocking of supplies in the building as needed. Will work in conjunction with the sexton to cover the day-to-day operational needs of the church facilities. Will be respectful of the confidentiality and sensitivity of the offices in which the task need is completed.

DUTIES AND RESPONSIBILITIES:

- 1) At least three times each week: empty all trash cans and remove trash to dumpster; sanitize drinking fountains, check and replace as needed all supplies and paper products in the seven lavatories, two kitchens, sacristy, Sunday school rooms and offices.
- 2) At least twice a week: vacuum hallway carpet. Do one complete cleaning at the beginning of the week and one at end the week of all carpeted areas. Completely clean all seven bathrooms. Otherwise spot clean as needed.
- 3) At least once near the beginning of each week: vacuum sanctuary floor, clean up the chancel and nave areas. Organize pew racks, straighten hymnals, remove bulletins and other papers, replace cards, envelopes, pencils, etc.
- 4) At least once near the end of each week: spot check sanctuary to be sure it is ready for worship; set up nave for Saturday worship (trays with cups and empty trays, table for bulletin and offering plate, credence table and lectern in front). Dry mop/sweep balcony area.
- 5) As needed wash windows on inside of hallway doors and outside doors. As needed vacuum, dust and dry mop all areas high and low in the church nave, sacristies, choir loft, narthex, vestibule, bell tower, pastor's office and sitting room, church office, parlor and adjacent powder room, rooms along the Sunday school hallway, large and small kitchens, dishwasher room, Fellowship hall and stage, rooms behind stage, choir practice room, office hallway, and Sunday school hallway.
- 6) Set up sewing rooms if needed on Wednesday and clean and return tables and chairs on Thursday afternoons in preparation for Sunday.
- 7) Water plants in the building.
- 8) Scrub and clean stovetops, ovens, refrigerators and freezers.
- 9) Check supplies and reorder through the office coordinator and/or sexton.
- 10) Assist with special needs throughout the year.

WORK SCHEDULE: Approximately 15 hours a week and up to 20 hours a week in times of extra need or work.

PROBATIONARY PERIOD: A probationary period will be in place for the first 90 days of employment followed by a review and decision of further employment. After that there is a yearly review.

NOTICE OF TERMINATION: A two-week notice will be assumed by the employee or the church in regards to termination of employment (except in situations of illegal acts or agreement between both employee and church).