

**Diocese of Gaylord
Job Description
Church Custodian**

Status: Non Exempt **Reports to:** Pastor

Revised: 9-1-08

Part Time _____ **Full time** _____ **Hours per week** _____

Primary Function:

To keep all areas of the church clean and presentable. To work with Maintenance personnel to complete jobs larger that need more attention or outside assistance.

Major Areas of Responsibility:

- Vacuum all areas of the church. Clean tile floors
- Clean all windows and door glass as necessary. Clean glass table tops by baptistery.
- Clean pews once a year.
- Dust and clean all surfaces inside the church.

Specific Responsibilities:

- Clean all bathrooms, damp mop bathroom floors.
- Keep tile floor in entrance clean. Coat with glaze as needed.
- Check all plant areas, keep free of debris.
- Empty all trash cans in bathrooms, sacristy and choir area.
- Clean wax from candle holders, change and clean wax in votive candles. Replace large candles. Clean wax spills on carpet with wax removal cleaner.
- Clean holy water basins with white vinegar. Refill basins as needed.
- Clean all brass with proper cleaner, i.e. candles holders, etc.
- Put collection baskets away
- Tidy furnace Room
- Launder rags and mop heads
- Other responsibilities as assigned

Qualifications:

Must be physically able to lift, bend, stoop, climb and reach. Some cleaning experience preferred. Ability to keep all areas of the church orderly and clean in the allotted time.

Employee _____ Date _____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, or responsibilities or requirements.

Diocese of Gaylord Performance Appraisal Form Church Custodian

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: Church Custodian

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

1. To vacuum all areas of the church. Clean tile floors. Meets _____ Needs Improvement _____
2. To clean all windows and door glass and table tops as necessary
Meets _____ Needs Improvement _____
3. To clean pews once a year Meets _____ Needs Improvement _____
4. Dust and clean all surfaces inside the church Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the Church Custodian :

Specific Responsibilities

1. Clean all bathrooms, damp mop floors Meets _____ Needs Improvement _____
2. Keep tile floor in entrance clean. Coat with glaze as needed.
Meets _____ Needs Improvement _____
3. Check all plant areas, keep free of debris Meets _____ Needs Improvement _____
4. Empty all trash cans in the bathrooms, sacristy and choir area
Meets _____ Needs Improvement _____
5. Clean wax from candle holders, change and clean wax in votive candles. Replace large candles. Clean wax spills on carpet with wax removal cleaner. Meets _____ Needs Improvement _____

6. Clean holy water basins with white vinegar. Refill basins as needed

Meets_____ Needs Improvement_____

7. Clean all brass with brass cleaner.

Meets_____ Needs Improvement_____

8. Put collection baskets away

Meets_____ Needs Improvement_____

9. Launder cleaning towels and mop heads

Meets_____ Needs Improvement_____

Please comment on any items that need improvement or have been outstanding in the performance of the Church Custodian:

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Employee Comments:

Employee

Date