

Richfield Lutheran Church
8 W. 60th St.
Minneapolis, MN 55419
612-861-2265 www.richfield-lutheran.org

Job Title: Weekend Custodian
Reports to: Lead Custodian
Job Status: Non-Exempt
Hours: Approximately 4-5 hours per week

Updated 3/1/22

Primary Function: The part-time weekend custodian is primarily responsible for making sure that all RELC building facilities run smoothly on Sunday mornings, as well as while serving at other times.

Line of Accountability:

- As with all staff, accountable to the mission and values of the congregation.
- Directly accountable to the Head Custodian, the Personnel Committee, Senior Pastor.

Responsibilities:

1. Open the building.
2. Turn on the lights in the narthex and hallway leading to Commons.
3. Vacuum entryways and hallways leading to Commons, as needed. Mop as necessary
4. Check garbage in restrooms, kitchen, Mary Martha kitchen and Fellowship Hall. Empty as needed. Clean bathrooms – check paper towels and toilet paper and restock if needed. Sweep, if necessary, wipe down counters/toilets when needed.
5. Snow Removal: Keep all entrances shoveled and salted. If city plows come by on the 60th street side a 10' area needs to be shoveled and clean for people to walk by main doors and a 5' area for the Commons door.
6. Set up Fellowship Hall and Mary Martha Room as needed.
7. Place altar flowers, if any live plants delivered.
8. Check eternal flame candles, replace as needed.
9. Light altar candles 20 minutes before the start of the first service.
10. Be available for any other requests. Ask the Pastors if there are additional duties needed.
11. In spring, summer and fall months check to see if air conditioning or heat is needed, turn off after services.
12. Use fans in sanctuary only when using heat.
13. Clean the Choir Room on the 1st and 3rd Sundays. Dust mop floor and vacuum carpet. Mop the hard floor.
14. Check the balcony on the 2nd and 4th Sundays. Dust, pick up trash, sweep as needed. Vacuum the stairs on both sides,
15. Walk around the exterior of the property, pick up trash and check all three parking lots.
16. Closing up:
 - a. Lock all office doors, copy machine should be turned off. Lock main office door – both locks.
 - b. Set alarm for office.
 - c. Lock Fellowship Hall/kitchen and back hallway location doors, turn off lights and coffee pots.

- d. Check back hallway exit door to make sure it is secure.
- e. All bathroom lights should be off.
- f. Check that doors are locked, and lights are off in the entire church where groups are not meeting. In those spaces where groups are still meeting – remind them they are responsible for turning off lights and heat and locking as appropriate.
- g. **Leave Head Custodian a message naming all groups in those locations where lock up procedures could not occur due to an activity.**

Opportunities to pick up additional hours might include Weddings and Community events.

Wedding responsibilities include:

1. Talk to the Wedding Coordinator about rooms and items needed by the wedding party (see the checklist for janitorial staff).
2. On the wedding day arrive 2-3 hours before the wedding.
3. Unlock the church as you would on Sunday.
4. Turn on sound system and set up the microphones as needed.
5. Set up the sanctuary, Mary Martha Room, and Fellowship Hall as needed.
6. If the reception is to be held at RLC, find out needs from the wedding coordinator and stay if needed. Find out when the reception will end and return to lock up doors and turn out lights.
7. If no reception at RLC, stay until wedding party and guests leave. Then lock up and turn out lights.
8. Check garbage in kitchen, bathrooms, youth room, choir robe room, Mary Martha Room, and Fellowship Hall. Empty garbage as needed.

Qualifications

Required:

- Possesses mechanical and electrical aptitude and ability to handle routine maintenance work.
- Has a willingness to help as the need arises.
- Has ability to communicate well with other staff, church members and visitors.
- Ability to lift 50 pounds.

Time Needed: Part-time, Sunday mornings and other times as available.