

Job Description

Church Custodian / Grounds Keeper – under the Senior Employment Program
Subject to review at least annually

Agreement between the Winnebago Reformed Church and _____
for services to be performed as follows:

Purpose: to keep the building and grounds around the church and parsonage looking nice as befits the place where people come to honor and worship God. (with special emphasis on Sunday morning appearance)

Inside:

Weekly:

- Empty all waste baskets to outside container & replace liners
- Check & replace as necessary, all consumables (toilet paper, paper towels, deodorants, light bulbs, tissue, etc.)(Keep ATLAS & Church supplies separate)
- When leaving, insure that lights and heating/cooling units are set properly according to intended use.
- When leaving, insure that doors are closed and locked according to intended use.
- Report any facility or fixture that needs additional attention.
- Pick up all debris including old bulletins, wrappers, and other wastes that people leave throughout the building.
- Clean all window sills, especially during bug season
- Clean restrooms and fixtures
- Sweep or vacuum floors and dust furniture

Periodically:

- Spot clean where necessary... spills, leaks, graffiti, etc.
- Polish woodwork
- Clean windows
- Mop hard floors as necessary
- Report anything that may need additional care or maintenance

Please note that every part of the building may be used periodically and may have waste containers that should be checked regularly. (including the apartment, ATLAS, Sunday School rooms, game room, cry room, office area, kitchen, narthex, etc.)

Please note that keys must be secured at all times to prevent unauthorized entry.

Outside:

- Keep the lawn mowed and trimmed. (should not require prompting)
May require mowing more than once a week early in the season
- Clean walks after mowing & trimming
- Trim bushes and trees as necessary to keep them looking nice and safe for those who may walk beneath them.
- Remove weeds and other unintended growths
- Clean up trash, leaves, twigs, and fallen branches.
- Assist with minor repairs if necessary.

- The pastor may take responsibility for some of the parsonage area. (to be determined)

Snow Removal:

- All sidewalks on church property must be kept free of ice and snow whenever there is probability that they will be used. (Snow removal from the parking lot and driveway is under a separate agreement.)
- Special priority must be made for scheduled meetings, especially Sunday morning activities. Please check with the proper contact if you have any questions.
- In the event of snowfall, sidewalks must be cleaned and salted if necessary by 10 minutes before the meeting is scheduled to begin. Please begin with high priority areas and work outward as time permits. All walks are to be cleaned unless otherwise determined by the proper contact. This includes the front door access and ramp, walks along the parking lot, walk in front of ATLAS, walks and steps to the highway, sidewalk along the highway in front of church and parsonage, walk and steps to parsonage, walks around parsonage, parking pad off highway, and the emergency exit on the west side of the church.
- The pastor may take responsibility for some of the parsonage walks. (to be determined)
- If there is any question about which areas need to be cleared at a particular time, please contact the chairman of the Deacons or the pastor.

Other expectations:

- Tuesdays and Thursdays – 8:00 am – approx.. 9:00 am – assist with Bread Project
- 2nd Tuesday of the month – Unload and stock NRC (Native Relief Charity) delivery – usually arriving between 1:00 pm and 3:00 pm.
- 2nd Wednesday of the month – Unload and stock FBC (Foodbank of Siouxland) delivery – usually arriving around 10:00 am

Conditions:

1. Other duties may be added as need arises, time permits, or conditions change.
2. If you are unable to fulfill these duties at any time, please report as soon as possible to the proper person so other arrangements can be made as necessary.
3. Contractor is an employee of the Senior Employment Program, but is subject to the supervision and approval of the consistory of the Winnebago Reformed Church and the ATLAS board. This contract may be terminated by either party for any reason upon 2 weeks notice.
4. I agree that I will not bring children who require my supervision into the work place during my working hours.

Contractor signature:_____ Date:_____

Consistory representative:_____ Date:_____

ATLAS representative:_____ Date:_____