

Job Description

Church Custodian (inside) - Subject to review at least annually

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

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.)
- 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, 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.

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.

Conditions:

1. Contractor agrees to submit invoices on a regular basis to be paid by the treasurer or other authorized representative of the consistory.
2. Contractor understands that Winnebago Reformed Church is not withholding federal or state income tax or employment insurance, and that payment of these are the sole responsibility of the contractor. Contractor also understand that the Winnebago Reformed Church is not liable for Workman's Compensation or other payments due to contractor's illness or injury except in circumstances as laid out in the church's liability insurance.

Contractor signature: _____ Date: _____

Consistory representative: _____ Date: _____