

**JOB DESCRIPTION – CLEANING CUSTODIAN
OUR SAVIOR’S LUTHERAN CHURCH
612 DIVISION STREET, LA CROSSE, WISCONSIN
608-782-3468**

Church mission statement: Our mission is to make the love of Christ known to all as we worship, serve and grow together.

Church welcoming statement: All are welcome in this church! The Good News of God’s grace is for all, regardless of age, abilities, physical & mental health, race, sexual orientation, education, income or strength of faith. There is nothing we do, have done or will do that can separate us from the love of God. God makes no exceptions, nor do we. Come join us in praise, prayer and the work of our Lord, including ongoing work for racial equity in our Church and in the world.

1. **JOB DESCRIPTION:** Cleaning Custodian shall be available to support all the work, worship and mission of Our Savior’s Lutheran Church by keeping the interior of the church in a welcoming and usable condition.
2. **SUPERVISION:** Cleaning Custodian is supervised by the Senior Pastor.
 - Attendance at staff meetings, when scheduled, will be expected.
 - When the Senior Pastor is not available, Executive Committee members will pass along the requests of the pastor and church users for the attention of cleaning custodian.
3. **BACKGROUND:** Cleaning Custodian must be able to fully agree with and support the mission and welcoming statements of the church. An understanding of their work as one’s mission to the glory of God is essential.
4. **JOB DETAILS:**
 - Cleaning Custodian’s primary responsibility is cleaning.
 - Cleaning Custodian will work with the pastor to create a cleaning schedule coordinated with the activities of the church.
 - Cleaning Custodian will clean bathrooms, offices, entry-ways, the sanctuary and chapel, choir room, stairways, the Women’s Clothes Closet, and the balcony.
 - Cleaning Custodian will communicate with the office administrator when supplies are needed.
 - Other duties as assigned.
5. **BACKGROUND CHECKS:** It will be expected that all applicants will submit professional references, and submit to background checks before employment and as needed.
6. **TIME COMMITMENTS:** Cleaning Custodian will be expected to work 6-10 hours per week (usually four days a week). Work hours must be during the time the church office is open (9-1:00 Monday through Thursday).

7. **ADDITIONAL WORK REQUIREMENTS:** The cleaning custodian may be asked to be available for special ministry events of the congregation.

8. **BENEFITS:** There are no benefits other than the employer's share of Social Security/Medicare fees, and Worker's Compensation insurance.

9. **VACATION:** The church's personnel policy dictates sick time and vacation time. There are paid holidays.

10. **PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS:** The majority of work time will be spent inside the Our Savior's Lutheran Church building. Mobility within the church and its property is required on a daily basis. Ability to prioritize tasks and coordinate with others including the Custodian and congregational volunteers is required.

11. **FOR FURTHER INFORMATION:** Contact Pastor Joanne Richmond at 608-782-3468 or pastor@oursaviorslutheranchurch.net.

January 2023