

POSITION DESCRIPTION AND EMPLOYMENT AGREEMENT

**Bethany Lutheran Church
235 S. 2nd St.
P.O. Box 236
West Branch, Iowa 52358
(319) 643-5998**

In keeping with the constitution and the bylaws of the Evangelical Lutheran Church in America, the Southeastern Iowa Synod, and this congregation the following description of employment for the position of Custodian at Bethany Lutheran Church, West Branch, Iowa is presented.

Position: Custodian

General Description:

- Keeps church building clean so that it may be an inviting and hospitable place for all
- Works with all other church staff in supporting the mission of Jesus Christ

Minimum Qualifications:

- Conscientious, thorough, and hard-working
- Completes assigned tasks
- Ability to work with others

Duties and Responsibilities:

- Clean the church building completing the tasks listed on the “Bethany Lutheran Cleaning Chart.” Follow the schedule of weekly, monthly, bi-annual, annual, and seasonal tasks
- Note any major congregational events taking place (see calendar near Administrative Assistant’s Desk) and clean as needed, before and after such an event
- Since funerals are not listed, Pastor, Administrative Assistant or Building and Grounds Chairperson will notify you when they occur. Clean as needed, before and after funerals
- Notify Administrative Assistant and/or Building and Grounds Chairperson of any cleaning supplies or other building equipment needs (i.e., burned out light bulbs, broken fixtures, etc.) or problems that need attention
- Keep track of any areas inside the building that need attention on a church-wide Spring (and/or Fall) Cleaning Day and notify the Building and Grounds Chairperson
- Work with any other custodian(s) and Building and Grounds Chairperson to coordinate schedules and tasks

Physical Demands:

- Standing, reaching, bending, and climbing
- Occasional lifting of up to 30 pounds
- Frequent work with cleaning agents

Support by Congregation:

- The congregation pledges to receive the custodian as a servant of Christ.
- The congregation pledges to pray for the custodian, to help and honor him/her for the sake of the Gospel, and to strive to live together in peace and unity.

Compensation

- **Salary:** \$100.00 per week
- **Job duties and responsibilities will be required twice throughout the week preferably once on Monday or Tuesday and then again Friday or Saturday dependent upon activities on church premises. A minimum of 6 hours is expected and not to exceed 10 hours per week.** (Record your hours weekly in the payroll book by the Administrative Assistants desk and also turn in your check sheets weekly.)
 - The position will be evaluated yearly in November
 - The Building and Grounds Chairperson will meet with the custodian on a regular basis to review duties, goals and progress and report to the council.
- **Resignation/termination notice:** 14 days (designation as an “at will” employee)

Additional Item of Note

- In an effort to ensure the safety of our youth and in staying within the guidelines of Bethany’s “Youth Safety Policies and Procedures” any individual under 18 years of age and eligible for employment in the state of Iowa must have an adult (e.g., parent, legal guardian, older sibling) be present with them while cleaning the church in order to be considered for this position.

This position description may change from time to time as required by the needs of
Bethany Lutheran Church.

Signatures:

Date _____

Employee _____ SS # _____

Bethany Lutheran Church Officer _____

Pastor _____