

## **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 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 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 independently
- 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 significant congregational (e.g., funeral, wedding) or community events (e.g., elections) taking place and clean as needed.
- Notify Administrative Assistant and/or Building and Grounds Chairperson of any cleaning supplies or other building equipment needs (e.g., 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 cleaning day and notify the Building and Grounds Council Representative.
- Work with Building and Grounds Representative to coordinate schedules and tasks.

### **Physical Demands:**

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

### **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.

**Additional Information**

- 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.
- Notice of resignation/termination is 2 weeks (designation as an “at will” employee).
- All offers of employment are subject to a criminal background check.

**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.