



Decorah Congregational UCC Janitor

In this role, the primary task is to clean and maintain the church building and grounds such that all visitors, members, and guests find it to be a clean, welcoming, and hospitable place to gather.

Reports to: Directly reports to Senior Minister and is accountable to the Trustees. Periodic performance reviews are ensured by the trustees in consultation with the Senior Minister.

Compensation: Pay is determined based on experience. Negotiated with the hiring committee. An average of 8-9 hours of work each week. The expectation is that some of these hours overlap with office hours.

Essential Tasks: Daily job responsibilities/functions include, but are not limited to:

- Vacuuming, sweeping, and mopping of flooring and stairs
- Cleaning and sanitizing bathrooms
- Cleaning and sanitizing sinks, countertops, tabletops, microwaves, and refrigerators in common areas
- Cleaning of sanctuary space including dusting of pews, fixtures, altar, pianos, and vacuuming of upholstered surfaces
- Restocking supplies in bathrooms and common areas.
- Emptying all trash cans and replacing liners, and cleaning receptacles as necessary
- Cleaning windowsills and windows (not stained glass)
- Maintaining janitor closets in a clean, organized, and safe manner
- Maintaining janitorial equipment in a clean, safe and operable condition
- Proper labeling, dilution and use of all chemicals
- Submitting purchasing requests to office for cleaning supplies as necessary
- General maintenance of lawn and grounds including mowing, weeding, trash removal, and snow removal
- Preparing and cleaning the building before and after special events including weddings, funerals, and congregational gatherings
- Other routine maintenance duties as assigned

Knowledge-Skills-Abilities

- Knowledge and understanding of church mission
- Attentive to church calendar and adjusts cleaning schedule to fit building needs and usage
- Understands and maintains confidentiality
- Good communication and interpersonal skills
- Ability to follow oral and written instructions
- Ability to prioritize multiple tasks
- Ability to work effectively with a team
- Ability to work independently as needed
- Basic knowledge of cleaning products or willing to learn

Physical Demands: The work requires routine walking, standing, bending, and carrying items weighing less than fifty pounds. Work on ladders or with materials weighing over fifty pounds should be done in teams.

Decorah Congregational United Church of Christ is an equal opportunity employer and an open and affirming church. We are committed to welcoming all persons and affirming differences of faith background, sexual orientation, gender identity, gender expression, marital status, age, and mental and physical abilities, as well as race, ethnicity, and economic and social status. We welcome all to share in the life and leadership, ministry and worship, sacraments, responsibilities, and blessing of participation in our congregation.