



Faith Lutheran Church
207 South Cherry Avenue
Marshfield, Wisconsin 54449
Job Description

Last Updated: 11/11/25

www.faithmarshfield.com

POSITION: Custodian

HOURS: up to 15 hours per week

REPORTS TO: Pastor/Council

COLLABORATES WITH: Facilities Management Mission Team Chair

JOB SUMMARY: General cleaning and basic maintenance of the church buildings and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

BUILDING

- Regularly check custodian's mailbox and email for messages, assignments, or schedule changes.
- Facilitate cleaning tasks and set-up with church activity schedule.
- Clean and straighten Sanctuary, Sunday school rooms, office areas, hallways, restrooms and meeting rooms.
- Maintain floors, including: dust mopping, wet mopping, vacuuming, carpet spot cleaning, carpet shampooing, polishing, scrubbing, stripping and refinishing floors.
- Collect and prepare garbage and recyclable materials for pick-up.
- Order and store all cleaning and maintenance supplies.
- Set up tables and chairs for weekly activities and clean up following event as needed.
- Clean gathering space windows, dust radiators and windowsills, check ceilings for and remove cobwebs monthly.
- Inspect equipment weekly in boiler room and record date on log
- Complete general maintenance tasks including: replacing light bulbs, humidifiers (when operational), checking elevator short and elevator operations and report any maintenance problems that require additional help to the Facilities Team Chair.
- Collaborate with the Facilities Team to ensure maintenance task list is completed.
- All inclusive other duties as assigned.

GROUNDS

- Clear snow from sidewalks ½ hour prior to worship services or congregational activities as needed.
- Sand and salt sidewalks as needed.
- Mow lawn as needed.
- Trim grass around shrubs, signs, and trees as needed.

ADDITIONAL DUTIES:

- Complete routine maintenance on equipment as needed.
- Report any safety or fire hazards on the grounds to the facilities team.
- Attend Facility Team meetings as needed, if not able to attend, the agenda and minutes will be sent by email.
- Find substitute when unable to perform duties. Facility Team chair will find volunteers.

WORK ENVIRONMENT: Indoor church building; exposure to cleaning chemicals. Outdoor; weather dependent with work to maintain church grounds.

PHYSICAL DEMANDS:

Heavy: Lifting up to 50# frequently with occasional lifting and/or carrying of objects weighing up to 100#.

- Lift/Carry up to 25# frequently, up to 98# occasionally, up to 105# rarely
- Sit rarely
- Stand occasionally
- Walk frequently to continuously
- Bend occasionally to frequently
- Squat occasionally
- Kneel occasionally
- Climb occasionally (stairs and ladders)
- Work overhead occasionally to frequently
- Work at shoulder level occasionally to frequently
- Hand grasp frequently to continuously
- Exposure to unprotected heights occasionally

Rare= 1 – 10% of work day (approximately 5 – 50 minutes of an 8 hr. day)

Occasionally= 11-33% of work day (approximately 50 minutes to 2 ½ hrs. of an 8 hr. day)

Frequently= 34 – 66% of work day (approximately 2 ½ hrs to 5 hrs of an 8 hr. day)

Continuously= 67-100% of work day (approximately 5 – 8 hrs of an 8 hr. day)

The information in this job description is for compliance with the American with Disabilities Act and is not an exhaustive list of duties performed for this position. However, all employees are expected to work with others, follow work rules and procedures and accept constructive criticism. Further, additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FLC Custodian

Part-time job Description

November, 11th, 2025

Revised by Personnel Team
Typed by Office AH