

JOB DESCRIPTION / EVALUATION

Bethesda Evangelical Lutheran Church, Carlton, MN

Position: Janitor
Reports to: Pastor
Hours: approx 5 hours per week

Job Performance:

Annual review by Personnel Committee

N = Needs Improvement

M = Met Expectations

E = Exceeds Expectations

Job Summary:

The Janitor is responsible for the cleaning and general minor maintenance of church property.

Job Qualifications:

1. Physically able to do the required work
2. Ability to work well without direction
3. Flexibility (e.g. available for special events such as funerals and weddings)

Job Responsibilities:

1. Keep the interior of the church building clean. (*See Task List*)
2. Reports needed repairs to the Director of Discipleship in a timely manner
3. Must maintain an adequate amount of janitorial supplies
4. Keeps track of the number of hours worked and tasks completed by submitting completed task lists to the Treasurer
5. Available to clean before and after weddings, funerals, and various church functions. The Janitor will receive extra pay based on the established rate schedule for all weddings and receptions held at the church.