

Job Description: Church Cleaning Person

To apply: Submit a cover letter and resume to Immanuel Lutheran Church. Applications can be emailed to immanuel@immanuelescanaba.org, mailed to or dropped off during office hours (Mon-Fri 9am-Noon):

Immanuel Lutheran Church
600 South Lincoln Rd.
Escanaba, MI 49829

Position Summary: The Church Cleaning Person is responsible for maintaining a clean and welcoming environment within the church facility. This position requires the ability to work independently and efficiently, completing all tasks within an eight-hour workweek unless additional hours are authorized.

Compensation:

- Rate: \$12.50 per hour
- Bi-weekly pay, as determined by the church council and approved by the congregation.
- Annual performance reviews conducted at the direction of the church council.

Reporting Structure:

- Reports to the Pastor and the Church Council.
- Work hours to be coordinated with the Pastor.

Responsibilities:

Weekly Tasks:

- Clean glass in entryways and interior doors
- Clean and sanitize bathrooms (toilets, sinks, counters).
- Restock paper products.
- Sweep and mop floors.
- Remove garbage from all areas, including offices, sanctuary, fellowship hall, classrooms, conference room, chapel, kitchen, choir loft, and other spaces.
- Dry mop and wet mop hallways, entranceways, kitchen, fellowship hall, and sanctuary.

- Vacuum nursery, sanctuary, offices, and women's restroom.
- Sanitize tables and kitchen counters.

Monthly Tasks:

- Dust corners where ceilings meet walls, heat registers, and window sills throughout the building.
- Vacuum chapel and choir loft.
- Mop sewing room and tiled classrooms.

Quarterly Tasks:

- Wipe down pews.
- Clean windows inside and out.
- Dust light fixtures and crosses in the sanctuary.

Ongoing Responsibilities:

- Notify property and maintenance personnel regarding needed repairs.
- Place orders for required cleaning supplies.
- Perform other duties as assigned.

Qualifications:

- Ability to work independently and manage time effectively.
- Attention to detail and commitment to cleanliness and sanitation.

This position plays a vital role in creating a clean, safe, and hospitable space for all who enter the church. We look forward to welcoming a dedicated and responsible member to our team!