

STUDENT CUSTODIAN APPLICATION FORM (REVISED 1/2009)
PEACE EV. LUTHERAN CHURCH, HOUGHTON, MICHIGAN

Dear prospective student custodian:

You have expressed interest in living in the Peace Lutheran Student Center. We would like to inform you of the guidelines and responsibilities of this position.

We are offering a rent-free, utilities-partially-paid residence in our student center.* In exchange, it would be your responsibility to clean and care for the church and student center. If there is more than one student custodian, we expect that there will be an equitable sharing of duties. We believe good maintenance is a simple way to show our love for the Lord and His House. Furthermore, it helps us make a good first impression on our visitors, and it is the key to preventing premature deterioration and costly repairs. Therefore your custodial work will be subject to periodic review by the Church Council at Peace and failure to perform your duties as outlined herein would be deemed a breach of contract.

In addition to the custodial duties, we ask that you are active in Lutheran Collegians and faithful in hearing God's Word at Peace Lutheran. Also, no alcohol is to be stored or consumed on the property.

Should the Church Council accept your application for student custodian, we pray that it will be a blessing to you. If you have any questions about or input on this program, please address them to the pastor or a council member.

Included in this package is

- a) A list of the custodial duties;
- b) Sample "duty check-off" list;
- c) The Student Custodian application form (to be turned in to the Pastor or Church Council).

* Because of higher utility costs, the Church Council has approved charging our student custodians "50% of the cost of electricity for the Campus House." A separate electric meter has been installed upon which to base this charge. This charge averages out to \$20 per month per student. The Church Council is also monitoring other utility costs at our Campus House.

Student custodians are also responsible for garbage removal at the campus house. Cable TV is also the responsibility of student custodians. Broad-band Internet is provided by Peace.

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Church Custodial Duties

“Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. . . Whatever you do, work at it with all your heart, as working for the Lord, not for men,²⁴ since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” (Colossians 3:17, 23-24)

Your position as a student custodian at Peace is an important one. Your work reflects your love for the Lord and the place where His love is proclaimed.

Weekly Chore Descriptions

(All the weekly chores are to be done **each week**. What follows is one suggested way to divide the chores among three student custodians. Student custodians can rotate through these three groupings, for variety-sake.)

Student Custodian #1

- 1A Dust window sills, blinds, organ, piano, computer area, alter, pulpit, communion rail (check for / remove wine spills with damp cloth as needed)
- 1B Clean parish hall table tops and chairs
- 1C. Sweep campus house porch, stairs, church entrance, and sidewalk (please check again Sunday morning, especially when leaves are falling rapidly)
- 1D. Sweep and mop bathrooms and kitchens
- 1E. Change Hymn Boards
- 1F Check and fill altar (and advent) candles with oil

Student Custodian #2

- 2A Clean inside toilet with toilet cleaner, and outside, seat, and cover with disinfectant
- 2B Clean counters, sinks, faucets, and door handles with disinfectant. (Don't forget sink in nursery!)
- 2C Replace urinal block, toilet bowl deodorizers, refill soap, TP, and paper towels as necessary
- 2D Clean drinking fountain (foam disinfectant or glass cleaner)
- 2E Clean mirrors and door windows (pay special attention to entrance area!)
- 2F Empty all garbage and move to storage shed.
Take *all* trash to the transfer station before Wednesday of the following week. (Please remove all the trash weekly even if only 1 can is full, this will keep it to a manageable level for each person to make one trip. Or put out next to driveway on Mill Road, on the side next to the Green House. If you put garbage out on the driveway, special Portage Township garbage bags (green) must be purchased and used!)

Student Custodian #3

- 3A Vacuum sanctuary, sacristy, narthex, fellowship hall, hallway, entry way mats (inside and outside), offices, classrooms, nursery.
- 3B While vacuuming, check for spider webs / dust in the wall corners, around the heaters, and flies in church window and by communion rail! Remove with the attachments.

Monthly Chore Descriptions:

(All of these monthly chores are to be done **each month**. What follows is one suggested way to divide these chores up between the three student custodians.)

Student Custodian 1

- 1M Vacuum chair upholstery in sanctuary and offices

Student Custodian 2

- 2M Clean blinds and insides of all reachable windows in the church and campus house

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Seasonal Chores

- Snow Removal (**Keep steps and sidewalk clear each day**): Sidewalks, church entrance, stairs, campus house entrance porch, church mail box, parsonage trail. Pay special care to entrance and steps. Also use salt as needed on steps, sidewalk and entrance areas.
- Mow lawn
- Rake leaves
- Wrap shrubs (unwrap in spring)
- Rake volleyball pit and cover for rain or snow

Yearly Chores

- **May:** Snow blower preventative maintenance. Change the oil. Remove, oil, then replace shear pins and tire cotter pins. Check tires for leaks. Make sure there are spare shear pins.
- **September:** Start snow blower to make sure it runs. Repair shops will be too busy after the first snow for emergency repairs, so make sure everything works.
- **Late September:** After last lawn cutting of the season, change the oil in and winterize the lawnmower.
- **Before first freeze:** Drain all water hoses and store supplies so they are accessible for winter carnival. Turn off and drain outdoor water spigot.
- **Mid-October:** Cover/wrap shrubs around church.
- **October – March:** Shovel entire roof after 100” of snowfall or before snow amount on roof reaches mid-thigh. Plan ahead and ask for help from the congregation (if needed) a week in advance. Shovel problem areas frequently which include: edges of roof, areas around and below roof vents, valleys, and the area where the church and campus house meet.
- **April:** Thoroughly wash all church/campus house windows inside and out
- **April:** Clean all carpets in church and campus house. Econo foods, Jims Food Mart, and Wal-Mart all rent Rug Doctors for reasonable daily rates. Some locations may have a wide track rug doctor which saves a lot of time.
- **May - August:** Inspect church and campus house roofs and replace damaged shingles. Check tar seams and replace as needed.

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**STUDENT CUSTODIAN APPLICATION FORM (REVISED 1/2009)
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Application Form: Please turn in to Pastor Schwanke or a member of the Peace Church Council.

I am applying for the position of Peace Lutheran Student custodian and its duties as outlined by the council in exchange for rent-free, utilities-partially-paid living in the student center.

Indicate the terms when you would be living in the Student Center.

School Year _____

Summer _____

Fall Semester _____

Spring Semester _____

Please provide a brief resume of your past work experiences.

Please share with the Peace Church Council why you would like to live in our Student Center.

**Do you have any health problems that our staff should be aware of if you are approved as a student custodian?
(In case of emergency)**

Signed: (student signature) _____ (date) _____

Approved by Church Council: _____ (date) _____

Please submit this page as your student custodian application. Thanks!