

St. John's Lutheran Church Job Description

Sunday Custodian – 2020

Title

Sunday Custodian

Reports To

Senior Pastor, Interim Senior Pastor, or as Designated by Senior Pastor

Job Overview

The Custodian is expected to have the ability to create and maintain positive relationships with church staff as well as adult and youth members of the congregation and the neighboring community. The Custodian is expected to be a highly motivated, self-starter able to work in a collegial setting with other staff, lay leaders and volunteers. The Custodian must also have an ability to foresee and proactively resolve problems within the area of his/her job-related responsibilities with a minimal amount of direct, day-to-day supervision. This ability necessarily requires demonstrated initiative, a desire for excellence, a positive work ethic and the flexibility to respond to needs throughout the accumulated church properties. To do so requires good physical condition as well as the ability to lift heavy objects and climb ladders when necessary to complete tasks.

Responsibilities and Duties

The specified area of work responsibilities will include all classrooms, hallways, sanctuary, closets, offices, work rooms, bathrooms, and entrance areas of the main Church structure (544 Broadway).

Daily/Weekly (Each Sunday)

1. Unlock Church 60 to 90 minutes prior to services
2. Turn on all lights throughout the facilities
3. Conduct a perimeter walk around of outdoor grounds and entryways
4. Remove waste and litter from grounds for generally appealing appearance
5. Sweep walkways, remove litter, leaves and other debris
6. Ensure transient neighbors have left the area for safety purposes
7. Make coffee and places pots, cups and supplies in designated areas.
8. Replace paper towels, toilet paper and soap as needed
9. Gather and dispose of waste/trash
10. Remove snow from steps and sidewalk with church owned equipment.
11. After all Services:
 - Walk through entire facility ensuring rooms are vacant and secure
 - Turn out all lights
 - Secure and locks building
 - Ensure anyone remaining in the facility is aware of custodian's departure

General

- Ensures building security in conjunction with ushers and Police Officer on duty
- Monitor visitors and neighbors entering the building
- Completing other position-appropriate tasks as directed by the Senior Pastor or designee

As Required

- Coordinate needs for special Sunday events
- Works custodian schedule as requested

**St. John's Lutheran Church
Job Description**

Sunday Custodian – 2020

Qualifications

- Have a caring attitude, excellent people skills, and a positive attitude
- Be accessible, responsive, and flexible to handle the changing needs of the church; reliability is a must
- Have knowledge of church activities and be able to coordinate unique schedules
- Demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality
- Wisdom to refrain from indiscriminately sharing information
- Willingness to learn new skills
- Work as a team player, and overall dependability/accessibility is very important.
- Education level – High School Diploma; Advanced Training in Specific Areas
- Two (2) years of prior custodial and/or maintenance experience is preferred
- Specific skills – working knowledge of safe cleaning practices, chemical and cleaning supply uses

Physical Requirements

- Must be able to bend, squat, stand/sit for extended periods of time
- Walk, push/pull objects
- Reach above shoulder level
- Possess manual dexterity
- Climb, crawl, use ladder, stepstool
- Perform lifting of 25 - 50 pounds

Status

Part Time, Hourly, Non-Exempt