



## Job Description

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|-------------------|----------------------|-------------------|--|
| <b>Title</b>      | Custodian            | <b>Status</b>     | Full Time with benefits                  |
| <b>Department</b> | Building Maintenance | <b>Reports to</b> | Building Engineer/Maintenance Supervisor |

### POSITION PURPOSE

Responsible for maintaining the physical condition and appearance of Hope Lutheran, thereby helping the church to fulfill its mission as followers of Jesus... *“to encourage all people to know the love of Christ.”*

### POSITION RESPONSIBILITIES

#### 1. Building Interior:

- Perform general custodial duties; including stocking, cleaning and sanitizing bathrooms, sweeping, vacuuming and/or mopping floors, stairways and hallways
- Clean or polish walls, ceilings, windows, and building fixtures.
- Dust furniture and other equipment.
- Gather and empty trash.

#### 2. Building Exterior

- Keep the church property and equipment presentable to the congregation and public at all times.
- Perform building and common area upkeep on a daily basis in accordance with church standards. Assist with all church-owned grounds to include debris and leaf removal, flower bed maintenance and landscaping projects.
- Clean and maintain church equipment after each use.
- Wash and/or clean all entrance doors.

#### 3. Other responsibilities:

- Notify Building Engineer of need to order materials/supplies and need for repairs.
- Assist in building security, locking and unlocking. Actively promote security by being aware of suspicious activity and/or strangers on church property and reporting them to the appropriate persons
- Complete special projects as assigned and prioritized by the Building Engineer/Maintenance Supervisor.

### PHYSICAL REQUIREMENTS

Must be in excellent physical condition and able to lift up to 75 lbs and to climb a ladder and work at heights of up to 35'. Must be able to operate all necessary hand tools to make repairs and to kneel, crouch, climb, crawl, etc. to reach items in need of repairs. Requires tolerance of all extremes of hot and cold weather.

### REQUIRED SKILLS AND ABILITIES

1. General custodial experience, safety conscious, steady and dependable, and able to work under deadlines.
2. Committed to the mission and core values of Hope Lutheran. Strong sense of faithfulness and a desire to serve others.
3. Promote good public relations with co-workers, church staff, members and visitors to our congregation through dedication, friendliness and a great “people” attitude.

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated March 2020