



Job Description

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| Title | Custodian | Status | Part Time Monday-Friday 7am-12:00 pm Occasional weekends |
| Department | Building Maintenance | Reports to | Facilities Manager |

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 windows and change light fixtures.
- Dust furniture and other equipment.
- Gather and empty trash and recyclables.
- Paint walls and other areas within the church as necessary,

2. Building Exterior

- Keep the church property and equipment presentable to the congregation and public at all times.
- Perform building and common area upkeep daily in accordance with church standards. Assist with all church-owned grounds including 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 Facilities Manager of materials/supplies to order 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 Facilities Manager.
- Assist with weddings and funerals as necessary regarding set-up, tear down, and clean-up.

PHYSICAL REQUIREMENTS

Must be in good physical condition, able to lift 25 lbs, and comfortable climbing a ladder. Must be able to operate all necessary hand tools to make repairs and to kneel, climb, crawl, etc. to reach items in need of repairs. Requires tolerance 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