

Resurrection Lutheran Church
Job Description for Part Time
Building Custodian
(Approximately 20 hours per week)

Qualifications

- Must have knowledge of custodial methods used in public areas, ie. restrooms, carpeting, hard surface flooring, kitchens, upholstery, offices, etc.
- Must be able to understand and respond to verbal and written instructions
- Must be able to read and understand precautions and proper uses for common cleaning agents
- Must be able to lift 50 pounds
- Must have knowledge regarding the proper and safe usage of custodial equipment and light maintenance tools
- Must be able to complete tasks without direct supervision
- Must be able to get to the work site

Primary Duties

- Will be responsible for keeping all public areas of the church clean and sanitary according to a weekly schedule
 - ✓ Clean bathroom toilets, sinks and mirrors, sweep and mop floors, empty wastebaskets
 - ✓ Vacuum all carpeted areas at least once per week or following a worship event
 - ✓ Wash windows and glass doors as needed
 - ✓ Empty wastebaskets and recyclables, put out cans each week prior to pick up
- Will restore the church to a clean and sanitary condition following funerals and other special ministry events
- Will report to the pastor (or Building Committee Chair if pastor is gone) those items in the building that are in need of repair, especially those items which are safety concerns
- Monitor alarms and salt in the softener

Additional Duties

- Help set up chairs and tables for ministry events as specified according to building use agreement
- Perform light maintenance tasks as required including changing of light bulbs in accessible areas, unplugging clogged drains, touch up painting and other tasks as directed
- May perform outside maintenance, including snow removal from front sidewalks and salt as needed
- May be asked to complete errands and make purchases for the church (custodial supplies to include paper products)
- Annually check doors and door locks

Staff & Member Relations

- Attend weekly staff meetings
- Work to maintain the good reputation of all team members

Supervisor

- This position will report directly to the Pastor and receive feedback and support from the Property Committee.