



Part-time Church Custodian

Job Summary: Maintain building and grounds in a clean, safe, and welcoming manner. Accomplish daily, weekly, monthly, and yearly custodial/maintenance tasks. Supervise volunteers.

Hours: 20-30 hours per week, occasional evenings and weekends.

Mission: We are a faith community that follows Christ's command in all of our living and working. This position and all positions at Evangelical Lutheran Church (ELC) follow God's word.

Custodian Responsibilities: Ensure a clean, safe, properly maintained, and welcoming environment at all buildings and grounds owned by ELC.

Lead Custodian Essential Duties:

- Maintain church facilities by performing and/or assigning daily, weekly, monthly, and annual cleaning duties, maintenance, and event set-up in all areas of the building. Schedule and supervise volunteers.
- Schedule and/or perform the cleaning and maintenance duties of building appliances including kitchen, plumbing, electrical and heating/cooling systems. Ensure that all equipment is in good working condition and properly maintained.
- Observe proper chemical handling procedures when working with cleaning agents, follow written and/or verbal instructions and train volunteers in the same. ● Coordinate with other staff to open and close the building.
 - Develop a continuous building Maintenance Plan with a rotating schedule of inspection, painting, repairs, and replacement of worn items (in consultation with Property Committee and/or Executive Committee) Regularly inspect the church premises and equipment for areas of safety and maintenance concerns and make necessary repairs.
- Monitor, order and stock custodial cleaning supplies from outside vendors ensuring competitive and fair pricing. Submit all invoices to the Finance Secretary. ● Maintain clean sidewalks free from debris and light snow.
- Perform related pickups and deliveries of materials as needed using personal vehicle or church vehicle.
- Interact with church staff, members, and visitors in a respectful, welcoming, and positive manner.
- Other duties as assigned by the Pastor.



Custodian Requirements:

- Motivation, initiative and ability to work independently or with others to provide thorough, efficient custodial and maintenance services to the church.
- Ability to communicate effectively both orally and in writing as well as command basic computer skills.
- Possess the skills to initiate and delegate duties as needed.
- Ability to train, schedule, and supervise volunteers.
- Have general knowledge of building maintenance and experience.
- Be able to sit, stand, and walk for extended periods of time. Ability to bend, stoop, twist, turn, kneel, squat, climb a ladder and lift up to 55 lbs. frequently. Gripping, grasping, repetitive wrist motions, reaching above shoulder height frequently, reaching at shoulder height frequently and below shoulder height frequently.
- Have a valid driver's license. Must have the ability to pass a background check and pre-employment drug screening.
- Be available to work occasional evenings and some weekends with the flexibility to adjust schedule based on building activities.
- Be available for after-hours emergencies regarding church facilities and grounds.

Preferred Attributes:

- Comfortable interacting with adults, children, and youth to support ELC's ministries.
- Comfortable interacting with members of the wider community.
 - Patience in handling multiple requests from congregation members, visitors, and staff.

This job description does not consist of a complete list of duties.

Assignments may be changed by Pastor and council as needed.

Revised and adopted by Executive Committee 4/10/2024

Job Type: Part-time