

JOB DESCRIPTION

Title of Job: Custodian

Summary of Job:

Perform the functions necessary to maintain Grace Lutheran Church's cleanliness, appearance and appropriate furniture set-ups in meeting room areas for both its church and non-church activities.

Supervision:

Ultimate authority – Congregation Council acting on behalf of the Congregation

General guidance and direction – Property Management Committee

Day to day supervision – Pastor

Major Job Tasks:

1. Perform the required cleaning activities at their required frequencies in accordance with the CUSTODIAL CLEANING PROCEDURES, in the church's Good Shepherd lounge, tower room, kitchen, upper level restrooms, narthex and East entry, office area, sacristy, sanctuary, balcony, main stairwell, lower level main entrance, lower level restrooms, lower level classrooms, choir rooms, youth room, nursery and living at home block nurse program areas.
2. Maintain inventory of and order custodial supplies and assure items arrive as ordered and are properly stored.
3. Shovel sidewalks at the three primary building entrances and apply sand or de-ice products as needed.
4. Police church grounds once a week or as needed, and pick up and dispose of any miscellaneous trash.
5. Perform other custodial related activities as requested.

Required Education/Knowledge, Skills and Abilities:

1. High School graduate with good communication and social skills, and a minimum of one year church custodial experience and knowledge using common custodial supplies and powered and non-powered cleaning equipment, and ability to legally drive an automobile.
2. Ability to work independently with little supervision; work with people in a pleasant manner, and speak, write and understand English.

REMINDERS

1. Monitor custodial supplies and notify office when supplies need to be ordered.
Assure that items arrive as ordered and are properly stored.
2. Trash dumpster pickup is weekly on Wednesday.

Snow plowing and sidewalk shoveling is done by a service for 2 inches or more of snow. Apply salt or sand to sidewalks as needed.

Physical Demands:

Frequently required to talk, hear, stand, walk, kneel and use hands and arms to reach out, move tables and chairs and other furniture, and push and pull powered and non-powered cleaning tools and equipment. Frequently lift up to 50 pounds. Vision requirements include close vision, distance vision and ability to adjust focus.

Work Environment:

Work is performed indoors in a building with appropriate heating, cooling and lighting. The Custodian is sometimes the only person in the church building. Frequently people may be in the office area and other rooms in the building.