



GOOD SHEPHERD

LUTHERAN CHURCH

Custodian of Buildings and Grounds

Title: Custodian
Position Type: At Will, Part-time (10-15 hours per week)
Compensation: \$13.00-\$15.00 per hour

Overview:

The Custodian serves the church by providing essential cleaning and maintenance services for the church buildings and grounds.

Classification and Accountability:

This position is an at-will, part-time position of up to 15 hours per week which may include both nights and weekends occasionally. Primary hours would be flexible on Mondays, Wednesdays, and Fridays between 8:00am and 4:00pm.

Primary Responsibilities:

- Keep buildings clean and well maintained inside and outside.
- Clean, vacuum and mop floors as needed. Clean restrooms and toilets weekly.
- Empty waste baskets throughout the church twice a week.
- Clean and vacuum the sanctuary and sacristy prior to each church service or event.
- Set up for, and clean up after weddings, funerals, and all other church activities.
- Maintain landscaping of the church property and city sidewalks.
 - Mowing and trimming of grass.
 - Pruning shrubs.
 - Maintaining flower beds.
 - Raking leaves.
 - Snow shoveling, blowing, and treatment of ice.
- Make minor repairs to masonry, electrical system, plumbing, and building as needed. Take immediate action, perform temporary repairs, and inform the Building Manager in the case of an emergency or repairs beyond your capabilities.
- Oversee shampooing of carpets periodically.
- Wash windows in heavy traffic areas weekly, and all other windows at least once a year.
- Cooperate with church staff by performing other custodial and maintenance duties when asked to do so.
- Maintain the inventory of church cleaning, maintenance, and paper supplies. Submit order requisitions to Office Manager.

Additional Responsibilities:

- Using the church calendar, schedule heating and cooling times for various events on the HVAC computer.
- Set timers for outside lights to match sunset times throughout the year.
- Changing banners in the sanctuary according to the church year calendar.
- Change light box behind baptismal font according to church year calendar.
- Veiling of the cross for lent.
- Work with hired contractors when repair work is required.
- Open and close columbarium niches for inurnments.

Requirements:

- Faithfully represent the teachings of the ELCA with integrity in word and action.
- Ability to work independently and collaboratively in a team setting and environment.
- Ability to lift 50 pounds
- Ability to work on ladders
- Ability to work outdoors in all seasons.
- Valid Driver's License.
- Submit to a background check to be approved by Good Shepherd Lutheran Church.
- Adhere to Good Shepherd Lutheran Church Personnel Policies & Procedure Handbook.

Job Evaluation:

The Custodian serves at the discretion of the Church Office Manager, Senior Pastor, and Church Council. Compensation is reviewed annually and includes an annual performance review.