

# Faith Lutheran Church

## Position Description – Custodian

### **Position Purpose:**

This position is responsible for assisting the Facilities Manager in the maintenance, appearance and safety of the buildings and grounds belonging to the Faith Lutheran Church congregation.

### **Position Classification:**

This is a part-time, non-exempt position.

### **Position Responsibilities:**

Some tasks may be scheduled on a flexible, as-needed basis. As assigned by the Facilities Manager, and following written instructions when applicable, this position may work alone or with others to:

- Perform the following tasks, including but not limited to: dusting and cleaning all areas of the church; washing walls and woodwork; washing windows; sweeping, mopping, scrubbing and waxing floors; shampooing and vacuuming carpets; disposing of trash; washing and sanitizing bathroom fixtures and replenishing supplies; etc.
- Set up, take down and/or store tables, chairs and equipment for events as needed
- Clear sidewalks with snow removal equipment as needed after snowstorms
- Perform maintenance tasks as required
- Ensure proper measures are followed to secure the building and external facilities in the evening, including but not limited to, locking doors, etc.
- Other duties as assigned

### **Position Reports to:**

Facilities Manager

### **Position Supervises:**

Volunteers

### **Position Qualifications:**

#### Required

- Physical ability to perform manual labor and lift objects
- Ability to operate assigned custodial, grounds and power equipment

#### Preferred

- Previous custodial experience

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## Nature and Scope:

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this responsibility, the employee must relate well with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.
- 2. Knowledge, Skills, and Abilities:** This position requires dedication to the mission and ministry and good communication skills. Employee will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner.
- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.
- 4. Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations, vision and priorities set by or with the congregation, and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback from congregation members or volunteers with whom the employee interacts on a regular work-related basis
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.