**JOB DESCRIPTION: CUSTODIAN**

**PURPOSE:** To glorify God through managing the day to day custodial tasks at the church and responsibilities and providing hospitality to all.

**RESPONSIBLE TO:** Senior Pastor

**RESPONSIBILITY FOR THE WORK OF OTHERS:** None

**GENERAL RESPONSIBILITIES:** To bring glory and honor to God through the **faithful leadership** of First Lutheran Church.

**PAY AND HOURS**: $18-20 per hour depending on experience. This is a half time position, but schedule may require more hours depending on time of year and special events.

1) Work toward successful achievement of First Lutheran’s Strategic Plan. Develop long-term and short term professional goals which support the Strategic Plan.

2) Meet regularly with Senior Pastor to apprise him/her of status of the Custodian.

3) Abide by First Lutheran’s Core Values.

4) Contribute to the cost-effective operations of First LC by managing department within budgetary guidelines.

5) Attend scheduled staff meetings if requested to do so.

6) Perform other duties as requested by the supervisor.

**RESPONSIBILITIES:**

**Daily Tasks:**

* Maintain cleanliness of the church building
  + Check bathrooms and clean as necessary
  + Check offices and clean as necessary
* Lock/Unlock church building, or if not available, find another staff member to do so

**Weekly Tasks:**

* Clean Sanctuary after worship services or other activities in the Sanctuary
* Sweep and mop hallways
* Change Union Ave sign with Sermon Titles or special events
* Some yard work, may be occasional snow shoveling.

**Special Seasonal Tasks:**

* Set up Sanctuary as needed for Holy Week, Easter, Christmas, and other special events

**Tasks done as needed:**

* Contact appropriate contractor for structural and equipment issues found at the church
* Order cleaning supplies and paper goods for the church
* Wash windows inside and outside usually once or twice yearly
* Replace lightbulbs as needed
* General maintenance of equipment or furnishings
* Clean carpets and strip & wax hallways, occasional painting
* Move furniture around as needed or requested
* Set up of Fellowship Hall for special events
  + Palm Sunday Festival
  + Spring Salad Luncheon
  + Funerals/weddings
  + Potlucks
  + Meetings
  + Blood Drives

**Other Responsibilities:**

* Complete other duties and responsibilities as assigned by the Senior Pastor

**MINIMUM QUALIFICATIONS:**

* Able to lift 50 lbs.

**CORE COMPETENCIES:**

* Communication skills
* Integrity
* Problem solving
* Confidentiality
* Attention to detail
* Initiative

*Rev. June 2022*