

Faith Lutheran Church

Position Description – Senior Custodian

Position Purpose:

This position contributes to the maintenance, repairs, appearance, and safety of the buildings and grounds belonging to the Faith Lutheran Church congregation. It also provides set-up and take-down for events.

Position Classification:

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

Position Responsibilities:

- Routinely inspect and perform general repairs and maintenance for the buildings, equipment, mechanical systems, and exterior grounds to ensure operational efficiency, safety, and aesthetics
- Keep records on regular maintenance of equipment, including but not limited to filter changes, motor greasing, pump switching, etc.
- Operate equipment as assigned
- Inform the Office Manager when external contractors need to be engaged to perform specialized repairs, maintenance, or upgrades to the buildings, equipment, mechanical systems, or exterior grounds, such as for the geothermal heating unit, HVAC, solar panel system, security system, etc.
- Track inventory and advise the Office Manager when custodial materials need to be ordered
- Manage the organization and cleaning of the non-public areas of the church, including but not limited to the custodial office area, backstage area and riser room, storage room, basement, furnace rooms, education wing custodial closets, pump room, and the garage
- Perform the following cleaning tasks, including but not limited to: dusting and cleaning all public 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.
- Clear sidewalks with snow removal equipment as needed after snowstorms
- Understand and follow all applicable and sufficient safety and accident prevention measures in performance of duties and advise the staff, contractors, and volunteers of the same
- With other staff members and/or volunteers, provide set-up, take-down, and storage of tables, chairs and equipment for events as needed
- Ensure proper measures are followed to secure the building and external facilities in the evening or on weekends, including but not limited to, locking doors, etc.
- Other duties as assigned

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Position Reports to:

Office Manager

Position Supervises:

Volunteers

Position Qualifications:

Required

- Physical ability to perform manual labor and lift heavy objects
- General repair and maintenance skills
- Ability to operate assigned equipment

Preferred

- Mechanical aptitude
- General knowledge of electrical, plumbing, HVAC and other related fields

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

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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.