

Our Savior's Lutheran Church

## **Custodian Job Description**

June 15, 2022

### **Qualifications:**

- Knowledge and experience with home repairs.
- Physical fitness to perform heavy lifting and setup.
- Ability to work as part of a team in support of the rest of the church staff.
- Flexibility
- Ability to maintain confidentiality.
- Experience with communicating via email and text messaging.
- People-skills for working with congregation members.

### **Purpose:**

This part-time position supports the ministry of the pastor(s), staff, and congregation of Our Savior's Lutheran Church.

### **Hours:**

Up to 25 hours in a week.

### **Position Responsibilities:**

- Work with senior pastor, supervisor, and the Property Committee Chair in overseeing the building and grounds.
- Complete duties listed by supervisor in the Custodian's Tasks list.
- Be primary operator of the church's HVAC systems.
- Maintain the church grounds, especially lawnmowing.
- Snow removal for sidewalks and salting of dangerous areas including parking lot.
- Promptly communicate issues to supervisor.
- Communicate the state of the property at weekly staff meetings, scheduled Property Committee meetings.
- Perform minor equipment/building repairs when possible.
- Setup spaces as directed for the various ministries and groups that use the facilities.
- Insure outside doors are locked.
- Work with supervisor in scheduling regular and emergency maintenance with professionals. Follow up with professionals as needed.
- Manage maintenance/supply space(s) and garage.
- Communicate cleaning and repair supply needs to supervisor. Purchase supplies and other items as directed.
- Clean carpets as needed.
- Pick up some cleaning tasks as needed.
- Other duties as assigned.

### **Reporting:**

This position is supervised by the Administrative Assistant.