

Custodial Job Description

The staff person shall seek to fulfill the mission statement and vision of Hope Lutheran Church through excellence. They must see this position as a ministry to and with the staff of Hope Lutheran Church, and to all the people served by Hope.

Our Mission

Share the Hope of Jesus with a world in need of hope.

Our Vision

To be a congregation of people who will live under the authority of Jesus Christ and worship Him in joy and expectation; who will "search the Scriptures" in order to be a disciple of Jesus Christ, maturing in faith and growing in courageous service; who will witness to the love of God in Jesus Christ to one another and to our unbelieving world; who will use their spiritual gifts to edify one another, and share love and compassion to the world around them.

Accountability:

This staff person will be primarily accountable to the Head Custodian. He/she will be expected to be a team player and good communicator with all staff, Hope employees, ministry leaders, and volunteers.

Gift Mix:

- ❖ Faith
- ❖ Helps
- ❖ Serving

Employment Category:

This is a part-time non-exempt/hourly position.

Hours & Days:

Available to work 6-10 hours per week as assigned. Must be available to work on weekdays and weekends.

SUMMARY

The Custodian provides varied custodial and maintenance tasks, from routine to specialized, in maintaining the cleanliness, sanitary and safe conditions, and appearance of the church and preschool buildings and grounds and reports to the Head Custodian.

Qualifications:

Our ideal candidate will have a vital relationship with God in Jesus Christ through the Holy Spirit. Their life will evidence a passion for Christ, godly character, competency and capacity for personal and vocational growth. Demonstrable gifts and skills in establishing and maintaining healthy relationships will be evident.

- Have a growing relationship with Christ and a love for Scripture and be able to communicate the truths of God's word clearly and effectively.
- Must have a positive "servant's attitude".
- Must be reliable and strive for excellence in their work.
- Must be able to work with minimal supervision.
- Must possess the ability to make independent decisions when circumstances warrant it.
- Must be able to deal tactfully with the church and preschool community - staff, volunteers, members and guests.
- Must be able to manage time and multiple tasks and projects.
- Must maintain care and use of supplies and equipment and make regular inspections of your buildings areas.
- May be required to lift, push, pull, and move equipment, supplies, etc., up to 25 pounds without accommodation and transport up to 150 pounds with mechanical assistance.
- Active member of Hope Lutheran Church in good standing, or attending regularly with the intention of becoming a member.

Primary Responsibilities include but are not limited to:

- Inspects and cleans, as assigned: the sanctuary (including rooms behind the altar), Narthex, classrooms, offices, hallways, Gathering Place Café, kitchen, and rest rooms.
- Typical tasks performed include a combination of the following:
Sweeps, vacuums, dusts, mops, scrubs, wash windows and doors, and cobweb removal.
- May remove stains from such surfaces as rugs, walls, and floors using chemicals and cleaning solutions.
- Move, rearrange and dust furniture and fixtures.
- Collects and disposes of trash daily; cleans and maintains the dumpster area.
- Process recycling.
- Maintains clean rest rooms and replenishes supplies daily; which includes cleaning and deodorizing toilets and urinals, scrubbing the wall next to the urinals, mopping the floors, cleaning and deodorizing the sinks, and polishing the sink handles.

- Ensures that work/assignment areas are clean and equipment, tools, supplies etc., are properly stored.
- Identifies unsafe conditions and where appropriate takes remedial action (i.e. placement of wet floor signs).
- Set up and take down tables and chairs for various ministry functions.
- Uses appropriate personal protective equipment and supplies when performing tasks.

Seasonal Duties as assigned include but are not limited to:

- Washes walls, outside windows, cleans ceilings and dusts and polishes light fixtures. Washes and replaces blinds.
- Other duties may be assigned to maintain cleanliness, appearance, and safety.

Physical Requirements/Environmental Conditions:

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties without accommodation, which may include lifting 20-50 pounds. Work requires standing, walking, stooping, kneeling, crawling, bending, turning, reaching, and balancing. Requires physical exertion to manually move, lift, carry, pull, or push objects or materials.