

FAITH LUTHRAN CHURCH
Position Description
Custodial

Faith Lutheran Church (the Church) is committed to diversity in the workplace and to providing equal opportunity to employees and applicants dedicated to workforce diversity and a drug-free and smoke-free workplace. Drug screening and background investigation are required, as allowed by law. The church is committed to providing equal opportunity in all aspects of employment and equal access to its programs, services, and activities by following all applicable rules and laws related thereto. The Church will not tolerate discrimination or harassment based on an individual's race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran's status, culture, social origin or condition, ancestry, or an individual's association with individuals in any of the previously mentioned protected classes.

The position of Custodian is responsible to perform tasks necessary to maintain appearance and cleanliness of the Church. This includes the routine cleaning and upkeep of the inside of the Church. This position is also responsible for setting up tables and chairs for church functions and meetings per request. The essential functions include regular, dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the work responsibilities; and the ability to perform the physical requirements.

Hours of work: 24 hours/ week. Extra hours for added responsibilities.

Qualifications:

The following is a list of knowledge, skills, and abilities required for this position:

- High School Diploma or equivalent
- Experience in maintenance / custodial work
- Responsibility, flexibility, dependability and reliability.
- Independent and self-motivated; ability to recognize areas needing attention
- Experience with time management by maintaining, prioritizing and scheduling work
- Ability to work independently
- Knowledge of cleaning materials and chemicals based on OSHA's requirements
- Written and verbal communication skills.

Position Essential Functions:

The person in this position is responsible for the following. This is a summary list and will not encompass every task performed in this position.

1. This position will provide regular maintenance and cleaning functions at Faith Lutheran Church building by:
 - a. Clean and care for floor areas as necessary to protect against wear and tear.
 - b. Vacuum carpets weekly or as needed
 - c. Clean door glass weekly or as needed
 - d. Inspect restrooms and clean as necessary changing paper products and soap dispensers as needed.
 - e. Empty refuse container regularly and in accordance with their scheduled use
 - f. Maintain dusting schedule for common areas
 - g. Replace light bulbs within reach of a five (5) foot ladder
 - h. Keep cleaning supplies stocked and order as needed.

- i. Set up and take down chairs, tables and equipment needed for scheduled meetings and events.
 - j. Perform minor repairs
- 2. This position will be responsible for the annual or semi-annual maintenance functions in the following but not limited to these areas. These duties may be classified as additional and may require additional hours.
 - a. Shampoo carpets semi-annually
 - b. Schedule window cleaning inside and out minimum of twice a year (spring and fall) and additional as needed
 - c. Perform additional functions for special events i.e., Christmas, Easter, Lent
- 3. Compile, develop, and maintain compliance requirements of OSHA's standards or regulations for the Hazard Communication Standard.
 - a. Develop and maintain a binder with Safety Data Sheets.
 - b. Keep the binder updated and in the required 16 section format.
- 4. This position supports and communicates with the Pastor, Church Staff, and Property Management committee regarding Church maintenance, including the following;
 - a. Meet with the Pastor regularly
 - b. Attend the staff meeting a minimum of once per month
 - c. Notify Property Management Committee Chair of items requiring committee attention.
Meet with the team upon their request.
- 5. Other duties as assigned.

Pastor: _____

Date: _____

Employee: _____

Date: _____