Holy Spirit Lutheran Church
Job Description

Job Title: Custodian

Hours: Part-Time, Non-Exempt. Flexibility in scheduling work is required for special functions, services, and building use.

Reports To: Parish Administrator

Primary Function: Provide janitorial, custodial, and maintenance tasks to ensure church facility and grounds are prepared for weekly building use including Sunday services, meetings, receptions, and special events. This includes presenting a neat, safe, clean, well-maintained, and welcoming church environment.

Principal Janitorial and Custodial Duties and Responsibilities

- General cleaning and disinfecting (restrooms, kitchens, classrooms, common areas, floors, surfaces, windows).
- Gather and dispose of trash, recycling, and compost. Maintain clean trash and recycling receptacles.
- Vacuum all carpets. Dry mop and wet mop/sanitize all hard flooring. Spot clean stains.
- Sanitize toilets, sinks, counter tops, handles, and pulls. Refill soap dispensers.
- Restock supplies at least twice each week to ensure the church is ready to support various activities and visitors.
- Dust all surfaces. Polish mirrors, as needed. Straighten up narthex and Sanctuary
- Set up and take down church/rooms for use as needed. “Notice needs and takes action”
- Kitchen dishes, laundry, prep surface cleaning
- Spin and extract carpets on a rotating basis annually.
- Order building supplies and keep 30-day supply of regularly used supplies on hand
- Provide substitute when necessary

Principal Maintenance Duties and Responsibilities

- Preventative and light maintenance to avoid repairs. Make requests to Property Committee of any minor or major maintenance required, i.e. plumbing leaks, electrical malfunctions
- Monitor thermostats and parking lot lights making sure they are running as scheduled. Remedy when needed.
- Raking, sweeping, storm drain clearing, and post-storm clean up as seasonally needed
- Keep church entrances and yard clear of debris/litter. Keep leaves, sand, and dirt away from entrances.
- Repair safety hazards or report to supervisor if additional care is needed.
- Properly maintain, clean, store, and repair tools and equipment.

**Knowledge, Skills and Experience**

- High school diploma or equivalent required.
- Knowledge and implementation of safe handling of cleaning supplies, chemicals, and solvents.
- Ability to use and maintain equipment including small hand tools, automatic floor scrubber/buffer, swivel dust mop, carpet cleaners, vacuum cleaner, brushes, mops, and push carts.
- Communicate both verbally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures. Such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrated experience meeting schedules and timelines.
- Desire and ability to work efficiently, independently, to prioritize tasks, and adapt to changing building use.
- Analyze situations accurately and adopt an effective course of action.
- Highly ethical and committed to interacting with honesty and trustworthiness.
- Exhibits good customer relations, client relations, and professionalism.

**Core Competencies**

All employees of HSLC are required to be able to work effectively with church staff, lay leaders, members, and the general public. Each employee is expected to demonstrate the following core competencies and values:

- A sincere commitment to and inclusion of all individuals, consistent with Holy Spirit Lutheran Church’s vision and mission statement
- Protection of confidential information
- Understanding and respect of professional and personal boundaries
- Open and timely communication
- Work collaboratively with staff, volunteers, and church community
- Commitment to support and empowerment of volunteers
- Adaptability to changing roles and job challenges
- Become and remain compliant with Holy Spirit Lutheran Church’s Safe Haven Policy; and satisfy annual background check
Working Conditions

- Must possess physical and sensory ability necessary to carry out duties safely and successfully.
- This includes but is not limited to:
  - The ability to stand and walk for extended periods of time, lift or carry up to 50 pounds, talk, move about, hear, and speak.
  - Perform majority of work standing, bending, twisting, reaching, stooping, kneeling, pushing, climbing, and lifting as necessary.

Mission Statement
We are called by the Holy Spirit to proclaim and embody the compassionate, challenging, inclusive love of God revealed in Jesus Christ.

Holy Spirit Lutheran Church & Preschool is an equal opportunity employer. This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Signature ___________________________ Date _________________ Revised 06/30/2021