



FIRST LUTHERAN CHURCH

TITLE

Parish Custodian

PURPOSE

Responsible to help maintain the appearance, cleanliness, maintenance and security of the building and grounds

QUALIFICATIONS

1. Strength and agility sufficient to lift heavy objects, operate medium weight cleaning equipment such as floor buffers, sweeping and mopping floors, and moving furniture.
2. Knowledgeable about methods, materials and equipment to provide proper custodial care
3. Previous experience preferred
4. Basic communication skills to understand instructions and be able to communicate with other staff members and parishioners
5. Willingness to work in a Christian environment

ACCOUNTABILITY

1. Reports to pastoral staff and the Property & Management Committee of the church council
2. Supervises volunteer helpers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

RESPONSIBILITIES

1. Maintain and clean buildings and grounds
2. Maintain church furniture, fixtures and equipment
3. Be available for designated weddings
4. Supervise persons doing community service
5. Attend Property & Management committee meetings & congregational annual meetings when needed by Committee member or pastor
6. Schedule and coordinate a bi-annual congregational clean-up day
7. Coordinate locking & unlocking of facilities
8. Utilize a shared calendar
9. Uphold highest degree of confidentiality in all manners of personnel, finances, membership, etc.
10. Other duties as assigned by the executive committee or senior pastor