

**Title: Custodian**

**Date: August 2018**

**30 hours/week**

The building, surrounding grounds, facilities, and property of Vinje Lutheran Church are important tools in the congregation's ministry. Maintaining functionality of equipment, the cleanliness, and appearance of facilities, and preparing the building for ministry events are all vital to the congregation's life and work.

### **SKILLS AND EXPECTATIONS**

1. The Custodian is able to meet the physical demands of the job such as lifting over 70 pounds.
2. The Custodian is self-motivated and able to follow through with assigned tasks.
3. The Custodian possesses effective time management, communication, and problem solving skills and the ability to work with little or no supervision.
4. The Custodian works cooperatively with the Vinje and Loving Arms staff, volunteers, and members of all ages with a willingness to be flexible and helpful to others.
5. The Custodian is safety conscious and demonstrates a concern for the safety of themselves and others.
6. The Custodian maintains a positive attitude, providing an atmosphere of welcome and care to all who enter.
7. The Custodian dresses appropriately for different occasions (work day, wedding, funeral, etc.)
8. The Custodian works the following 30 hours/week schedule:
  - Monday           6AM-Noon
  - Tuesday          6AM-Noon
  - Wednesday       6AM-Noon
  - Thursday         6AM-Noon
  - Friday             6AM-Noon

### **RESPONSIBILITIES**

1. Be responsible for day to day cleaning and general maintenance of Church and Loving Arms facilities. It is the responsibility of the Custodian to insure that the facilities are cleaned and sanitized in a condition of operating excellence, cleanliness, and safety.
2. Working with other staff to ensure that the building is open according to the published hours of operation and that the facility is prepared for all worship services, Faith Formation events, meetings, rehearsals, and other ministry activities. Ensure the building is secure and locked at appropriate times.
3. Set up furniture and equipment that is needed for various ministry activities.
4. Review the congregation's calendar and schedule to assure that meeting rooms and other facilities are arranged properly for use prior to the start of an event.
5. Maintain an inventory of cleaning supplies and other items required in the facility and

complete the necessary purchase requests.

6. Perform light maintenance duties as requested by staff or the Property Committee.
7. Assist in facilitating large maintenance projects and coordinate with outside contractors.
8. Schedule, support, equip, and encourage volunteers to participate in building upkeep and groundskeeping.
9. Participate in meetings as requested such as staff meetings and Property Committee.
10. Assist with other ministry tasks as appropriate.

## **TERMS OF EMPLOYMENT**

1. The Office Manager will supervise the Custodian.
2. Employment is on an at-will basis. As such, employment may be terminated by Vinje Lutheran Church or by the staff member at any time, with or without cause, and without prior notice, warning or disciplinary action. All employment concerns of this position are governed by the Personnel Committee and Congregation Council of Vinje Lutheran Church.
3. All other provisions of employment can be found in the Personnel Policies of Vinje Lutheran Church.