

BETHEL LUTHERAN CHURCH

JOB DESCRIPTION

JOB TITLE: Church Custodian

REPORTS TO: Pastor of Bethel Lutheran Church

OVERVIEW:

The Church Custodian is a part time position with Bethel Lutheran Church. The specific regularly scheduled hours and workdays associated with this position may include weekdays, weekends and evenings as required to meet the needs of the congregation and will be determined in consultation with the Pastor.

ESSENTIAL QUALIFICATIONS:

- Highly motivated, self starter.
- Must also have ability to foresee and proactively resolve problems within the area of his/her job related responsibilities with minimal amount of direct, day-to-day supervision.
- Requires good physical condition as well as the ability to lift heavy objects and climb ladders when necessary to complete tasks.
- A basic knowledge of HVAC and mechanical functions of a large non-residential building.
- Ability to negotiate with contractors and vendors for facility needs.

SPECIFIC DUTIES:

The essential purpose for the Church Custodian's position is to provide custodial care and maintenance to the church owned buildings and surrounding grounds. The following represents those duties that are essential. Additional duties and responsibilities may be assigned as necessary and directed.

- Keep the building clean, attractive and well maintained, inside and out.
- Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds, shoveling snow and arranging for snow to be removed from the parking lot, and other maintenance duties.
- Perform minor repairs, including but not limited to electric systems, plumbing, and immediate temporary repairs in an emergency.
- Set up and take down the Gathering Place as needed for special services or events.
- Negotiate on needs assessment, finance and scheduling issues with contractors when maintenance and repair services are needed.

BETHEL LUTHERAN CHURCH

Church Custodian

Job Description - continued

- Vacuuming, sweeping, mopping, dusting, and disposing of all trash in specified area of work responsibilities to include all classrooms, hallways, sanctuary, closets, offices, work rooms, bathrooms and entrance areas of the church structure.
- Manage calendar of activities and building use.
- Exercises fiscal responsibility when utilizing funds from the church maintenance budget and always adheres to prescribed billing and receipt procedures.
- Performs other tasks and responsibilities as assigned by the Administrative Assistant or directed by the Pastor.

EVALUATION and COMPENSATION:

- The Church Custodian reports to the Pastor and receives an annual review.
- Hours of work: 30 hours per week, which may include weekends and evening hours, there will be general flexibility with respect to work hours and days off. However, weekend work is necessary to prepare the church building for worship, Christian education and to ensure the security of the building upon conclusion of all scheduled events.
- \$15.00 per hr.
- Paid vacation: Two weeks per calendar year. Vacation eligibility after 6 months of employment.
- Probationary Period: 6 months.

Revised: 04/21/2021 by TG