



**We Exist: to grow in faith
and make Christ known.**

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Spring 2022

Job Title: Custodian

Summary:

Working under the supervision of the Lead Pastor, the Custodian works with the Board of Property to ensure a safe, clean and welcoming environment for all who visit this church.

The Custodian will consider the position a ministry and represent New Life Lutheran Church as welcoming, inclusive, and a Jesus centered place of healing and hope.

Qualifications:

- Basic knowledge of cleaning methods and products.
- Dependable, responsible, and self-motivated.
- Must have regular timely attendance during stated or negotiated hours.
- Possess excellent communication skills and a strong team player with the staff of New Life Lutheran Church.
- Ability to reach, bend, stoop, kneel, and stand for extended periods of time.
- Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- High School Diploma or GED required.
- Two years of prior experience in building maintenance, preferably in a church or similar setting preferred.
- Prior maintenance experience preferred. References also desirable.
- Good organizational and planning skills, and an ability to delegate with staff and volunteers as needed.
- Good knowledge of basic mechanical functions of New Life Lutheran Church equipment.
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency.

Compensation:

This is an hourly position of \$12-\$15/hour, with an average of 10-12 hours per week to perform the required duties as outlined below. A flexible schedule is available.

General Job Description:

- Clean and maintains building facilities with special emphasis for weekend worship.
- Perform the necessary room set-ups for scheduled meetings and events.
- Assists with office equipment moves and meeting set-ups as needed.
- Ability and mechanical understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladder, vacuum, floor buffer, cleaning & polishing chemicals.
- Knowledge of HAZMAT regulations required.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.