



Custodian

Job Description

Position Description; Scope of the role:

In order that Lutheran Church of Our Redeemer may be faithful to its identity and mission, it calls a pastoral staff to full time service in the Office of Word and Sacrament Ministry; and also calls lay persons to full time and part time service in specific areas of the congregation's ministry.

Each lay staff member is called to serve specific functions of the congregation's ministry. These specific tasks are vital to the life of the congregation.

It is expected that the lay and pastoral staff members of LCOOR live a life that demonstrates a commitment to Jesus Christ as their Lord and Savior, care for their physical/emotional/spiritual life, foster their relationships and "family" life, grow in their personal and professional life and celebrate life as a gift from God.

Job Summary:

This church Custodian will maintain a clean and safe environment for the congregation. The Custodian is expected to prepare for and clean up after activities scheduled in the church facility. Light maintenance is expected.

1. Essential Functions:

- Prepare and clean up the church facilities before and after scheduled activities (ie. vacuum, mop and dust as needed). This includes setting up meeting spaces with appropriate furnishings as directed by the staff and storing furnishings in appropriate storage areas when the furnishings are not being used.
- Operate and schedule heating/cooling/ventilation equipment in an efficient manner in order to save energy and maintenance costs, and yet provide reasonable comfort to building users.
- Perform basic custodial and light maintenance duties as needed and directed.
- Review the church calendar regularly with the staff to ensure that all set ups and take downs of meeting rooms are done appropriately and in a timely manner.
- Attend staff meetings on Tuesday afternoons.
- Is present during programming on Wednesdays 4:30pm – 8:30pm and Sundays 7:30am – Noon. Ensure that doors are opened and locked.
- Maintain inventory of needed supplies (paper towels, light bulbs, toilet tissue, garbage bags, etc.) Communicate custodial supply needs to the Business Manager.

2. Other Responsibilities:

- Remove snow from church entrances (preschool, office, south) with blower and shovel prior to the beginning of that day's activities, or as conditions dictate.
- Water bushes, flower pots and trees immediately surrounding the building.
- Report maintenance and equipment needs to the Business Manager or Senior Pastor.
- Coordinate with the Business Manager to ensure that there is a custodian available for set up and clean up for special activities and events that may arise throughout the year such as weddings and funerals. This may include evening, weekend and/or holiday hours.

3. Physical Requirements

- Able to lift at least 60 pounds.

Qualities:

- **Initiative** Demonstrates the ability to see the task at hand and complete it with little or no supervision.
- **Organizing** Can gather and organize resources – supplies, tools, equipment – to get things done; use resources effectively and efficiently.
- **Planning** Being aware of the church calendar and communicate with vendors and contractors as needed (ie. snow removal, mowing, electrical, etc.).
- **Vision and Purpose** Articulates and supports the mission and ministry of Lutheran Church of Our Redeemer of "Making God Known Through Word and Deed." Communicates a compelling and inspired vision of hospitality.

Relationships:

- Work in a spirit of mutual cooperation, mindful of the other staff member's responsibilities and roles; and to fulfill the holistic nature of the congregation's ministry and life.
- Dress should be neat and clean, although ordinary work clothes are generally acceptable.
- Maintain confidentiality with respect to the lives of people, the work of the pastors, other employees, and the various groups of the congregation.
- The Custodian shall work with the Property Committee.
- Reporting relationships - The Custodian is responsible to the Business Manager and the Senior Pastor.

Other Duties:

Perform related work as required or directed.