

**Maintenance Custodian
St. John's Lutheran Church**

Purpose:

To serve St. John's Lutheran Church by providing custodial care and maintenance to the Church owned buildings and surrounding grounds.

Responsibilities:

- Responsible for working two Sundays per month as well as determining equitable coverage for months with five Sundays. Arrive early enough for building and worship service preparation. See attachment for detailed responsibilities.
- Assist the Housekeeping Custodian in the preparation of room setup for various Church functions.
- Report all unfavorable conditions and needed repairs to the Property Committee chair.
- Maintenance of ALL the facilities (inside and out) including minor repairs as well as grounds care. Some projects may be subcontracted based on approval of the Property Committee and Church Council.
- Maintenance of all building security. This includes locks and electronic security system.
- Purchase supplies as needed for the facility.
- Work with local fire inspectors to insure the buildings are safe and meets fire code requirements.
- Exercise fiscal responsibility when utilizing funds from the Church maintenance budget and adhere to prescribed billing and receipt procedures.
- Complete other, position appropriate tasks, as directed by the Property Committee.
- Share the custodial support for weddings and funerals (see attachment for detailed responsibilities).
- Assist the Housekeeping Custodian as needed.

Qualifications:

- Ability to foresee and proactively resolve problems with his/her area of responsibility with a minimal amount of supervision.
- Required to demonstrate initiative, a desire for excellence, a positive work ethic and the flexibility to respond to the needs throughout the Church properties.
- A vital Christian faith that is evident through one's testimony and life.
- Communication skills as well as the ability to relate well to people.
- Requires work on Sunday mornings and some evenings.
- Appropriate references along with a satisfactory police background check.
- Requires good physical condition as well as the ability to lift heavy objects and climb ladders.

Accountability & Expectations:

- Attend monthly staff meeting
- Report to Property Committee & Church Council.
- The Maintenance Custodian is a member of the Property Committee and shall attend regularly scheduled meetings.
- Be on call 24/7 for security alarms and any situations that need immediate attention.
- Utilize the volunteer skills of the Property Committee and Congregation.
- Part-time position with flexible hours of approximately 80 hours per month.

Our Mission: "Saved by the grace of God to witness and to serve others."

Approved by Church Council September 25, 2018