



JOB DESCRIPTION

Position Title: Custodian

Ministry Team: Facilities

Reports to: Facilities Manager

Hours: up to 20 hours per week, flexible schedule

POSITION SUMMARY:

The Custodian is responsible for the appearance, cleanliness, and general maintenance of buildings and grounds at Our Savior Lutheran Church, Tacoma WA.

ESSENTIAL JOB FUNCTIONS:

- Keep the church facility clean, attractive, and well-maintained inside and out, ensuring that it is presentable at the time of use.
- Prepare facility for worship and church events including, set up and tear down.
- Assist with inventory control and security.
- Follow written and verbal instructions of the Facility Manager.
- Move furniture, equipment, supplies, and tools as needed.
- Perform general maintenance tasks (example, painting).
- Communicate effectively with staff.

POSITION SPECIFIC QUALIFICATIONS:

- Basic computer skills
- Ability to carry out instructions given in English; written, oral or diagram form.
- General knowledge and understanding of basic repair(s), required.
- General knowledge and understanding of thorough cleaning and sanitation, required.
- Self-motivation and self-discipline, with organizational and communication skills, required.
- Ability to move heavy objects on a regular basis, required.
- Non-fear of heights, required.
- Strong relational skills with congregational members, as well as other ministry and support staff, required.
- Good communication skills, including both verbal and written, required.
- Ability to maintain confidentiality, required.
- Ability to work effectively in a team environment, required.
- Must have a sense of humor
- Ability to work a flexible schedule that changes weekly.
- Must be attentive to detail and able to work independently, with frequent interruptions and distractions.

WORKING CONDITIONS:

Work is performed both indoors and outdoors on even and uneven ground. Work required moderate to heavy lifting (up to 50 lbs.) and includes taking down and setting up tables and stacking chairs. Work also requires frequent repetitive movements, climbing ladders up to 22 feet. May come in contact with chemicals, dust and moss; also works with glass. Working hours will require much flexibility as determined by the calendar of congregational events.

ADDITIONAL INFORMATION: Position is a part-time support staff position and does not include vacation pay or benefits afforded to full-time personnel. Custodians will work up to 20 hours weekly and will accrue one hour of sick leave for every 40 hours worked.