

Job Description

Position Title - Custodian/ Part-Time

Accountable to: Lead Pastor, Personnel Committee, Church Council, and Congregation

Purpose: The custodian shall provide for the satisfactory maintenance and appearance of Paynesville Lutheran Church building and equipment. To work in a spirit of cooperation and teamwork with the staff, Church Leadership and all Gods People. The custodian must also convey a spirit of welcome and hospitality to all groups using the building in order that the ministry of Paynesville Lutheran is available to all who come here. To work in a spirit of cooperation and teamwork with the staff, Church Leadership and all Gods People.

Time Required: Average weekly is approximately 12 hours with some weeks being greater or less than these scheduled hours. Timecard is turned in once a month to Church Accountant and is paid once a month.

Major Areas of Accountability

1. *Building Maintenance*

- A. Plans, schedules and performs such janitorial duties as vacuuming, dusting furniture and fixtures, cleaning of windows, walls, doors, bathrooms, and mopping of hard surfaces.
- B. Locks and unlocks doors for special events or when requested (coordinates with staff).
- C. Removal of garbage daily and recycling (except during school year when special need kids do this task).
- D. Setup rooms for classes and meetings as scheduled, as requested by staff or church group.

2. *Equipment Operation*

- A. Operate the HV AC system; furnaces, air conditioners
- B. Maintain furnace filters as necessary.

3. *General Responsibilities*

- A. Inventories and orders maintenance (light bulbs and furnace filters) and cleaning supplies.
- B. Provides for efficient and economical performance of maintenance, cleaning and upkeep.
- C. Serves the specific requests of the supervising pastors and/or church trustees.
- D. Consults with pastors regarding purchases of equipment and services.
- E. Communicates needs to pastors and/or trustees.
- F. Performs other duties and assumes responsibilities as mutually agreed upon with pastors and/or personnel committee.
- G. Other duties as required.