

Position Description: Custodian

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Custodian is classified as an hourly, part-time employee who reports to the Director of Operations.

Job Overview

The Custodian will oversee the care and cleaning of Faith & Spirituality Center and Community Center while carrying out that work in line with the vision, core values, mission and long-term objectives of Messiah Lutheran Church.

FAITH & SPIRITUALITY CENTER RESPONSIBILITIES

Weekly Responsibilities

1. Dust pews/ altar railing/ choir loft
2. Dust/ mop/ wash floors in all common areas and stairs
3. Dust tables/ chairs/ window sills and stair railings
4. Vacuum carpets/ rugs in all common areas and stairs
5. Straighten choir loft chairs
6. Sweep main entrance porch area, vacuum entrance rug & empty ashtray
7. Empty waste and recycling baskets in all rooms.
8. Dust/ mop/ wash floors, toilets, sinks in restrooms
9. Replace paper towels/ toilet paper/ soap in restrooms
10. Dust window sills/ coat racks in narthex
11. Wash blackboards/ whiteboards in Faith Formation Wing
12. Check and report any maintenance issues to the Property & Grounds Chair
13. Update hymn numbers on board in Sanctuary
14. Update sign as directed by the Director of Operations.

Bi-weekly

1. Clean all windows
2. Replace lightbulbs as needed

COMMUNITY CENTER RESPONSIBILITIES

Weekly Responsibilities

1. Clean bathrooms as well as fill all necessary supplies

2. Wipe tables down as needed
3. Vacuum all common areas
4. Put all garbage from Friday's food pantry in the garbage outside
5. Check garbage in all common areas and change as needed
6. Breakdown all boxes and put in recycling bin as needed
7. Check and report any maintenance issues to the Property & Grounds Chair
8. Update sign as directed by the Director of Operations.

Bi-weekly/ As Needed Responsibilities

1. Weed garden areas as well as remove any debris as needed
2. Clean all windows
3. Replace lightbulbs as needed

OTHER RESPONSIBILITIES AND DUTIES

1. Clean after wedding rehearsals, weddings and funerals with additional remuneration of \$50 per event paid by the party renting the facility.
2. Review the online parish calendar for special events and communicate with the Head of Staff about additional support needed.
3. Other tasks as assigned by supervisor.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee, with twelve hours of work a week expected.
2. Two weeks of paid vacation after a ninety day trial period, with coverage of work necessary for the ongoing ministry of the congregation arranged by beforehand.

Skills and Qualifications

1. High school diploma or equivalent.
2. Custodial experience or training may be required.
3. Understanding of cleaning techniques and safety procedures.
4. Ability to lift up to 50 pounds and pass a background check.
5. Strong communication, comprehension, and interpersonal skills.
6. Flexibility to adjust their schedule to suit the needs of the congregation
7. Motivation to work independently or with others to provide thorough, efficient custodial services to the congregation.
8. Agree to abide by all policies and procedures found in the *Employee Handbook*.