

Our Saviour's Lutheran Church

Position Title: Part-time Maintenance/Custodian	
Exempt/Nonexempt: Nonexempt	Hours per week: 15+, Wednesdays 5-10pm, Saturdays 8am-12pm, Sundays 6am-12pm
Reports To: Operations Administration Team/Lead Housekeeper	

<p>Job Summary: Provide custodial and maintenance duties as directed by Operations Administration Team/Building Manager</p>
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Essential Duty Assignments	Percent of
Set-up/Breakdown rooms for meetings / classes	40%
Custodial duties include cleaning, vacuuming, sweeping, garbage/recycling, mopping floors	30%
Indoor maintenance and repairs as needed, ie; unclogging toilets, sinks, etc, change light bulbs	10%
Outdoor maintenance/grounds clean up as needed, ie; empty garbage's, wash windows, sidewalk snow removal	10%
Change furnace/air unit filters/belts/clean coils, carpet cleaning, window/glass cleaning, occasional set up/ breakdown for funerals and special meetings	10%

<p><u>Essential Knowledge/Skills Required:</u> Ability to lift 50 pounds and work a variety of days and hours.</p>

Requirements:

- High School or equivalent
- Commitment to God in Jesus and the mission of the Evangelical Lutheran Church in America
- Physical requirements associated with the position can be best summarized as follows: Ability to push, pull, stoop, climb and reach, stretch frequently. Ability to lift 50 pounds.
- Ability to multi task and meet deadlines, good organizational and planning skills.
- Ability to work as a team.
- Able to attend work regularly and report to work in a timely manner.
- Must be a diplomatic, friendly, positive, and helpful representative of Our Saviour's Lutheran Church in all situations.

Classification History and Approval:

This Position Description reflects an approximate description of the duties and responsibilities assigned to this position

Date: 6/28/2021