



Title:	Custodian
Reports to:	Lead Pastor
FLSA:	Part Time Non-Exempt
Date:	January 2023

Mission Our Savior's Lutheran is a caring community called by Christ to serve and live in faith.

Desired Outcomes

- Maintain and improve the church building and grounds.
- Ensure the facility and grounds are clean, safe, ready and in presentable condition.
- Completion of regular maintenance, cleaning and additional tasks as required.

Responsibilities

- Complete basic interior cleaning functions: carpet, hard floor, furniture and walls / ceilings / glass.
- Complete cleaning of the LADC Preschool area.
- Restock supplies in all bathrooms.
- Complete all checklists for assigned work tasks.
- Report any missing or broken items needing repair.
- Maintain storage areas efficiently.
- Complete basic exterior cleaning functions: walkways, parking lot, etc. as assigned.
- Set up and take down for events as assigned.
- Ensure building doors are locked prior to leaving the building.

Qualities and Requirements

- Ability to pass agency and background checks.
- Demonstrates a high level of ethics and core values.

General Expectations

- Present a friendly, professional and welcoming presence to staff, congregation and the public.
- Commit to ongoing personal and professional growth.
- Utilize organizational and time management skills.
- Attend staff and committee meetings as needed.
- Ensure timely and clear communication while fostering a team environment.
- Start time shall be no earlier than 6:00 p.m. to accommodate LADC staff.
- Position follows the LADC calendar. When LADC is closed, the position is not needed.

ADA Requirements

- Bend, squat, climb, grasp, reach, lift or otherwise move about frequently and for extended periods of time.
- Lift, move or otherwise transfer up to 50 lbs. frequently, or more occasionally.
- Exposure to interior maintenance and exterior weather conditions which may require eye, respiratory or clothing protection.