

JOB DESCRIPTION

Job Title: Custodian

Position Status: Part Time Regular –Non-exempt (20 hours/week)

Rate: \$16-\$20/hour

Benefits: Paid Holidays, Vacation, Sick Leave, & Retirement

JOB SUMMARY STATEMENT:

Oversee and participate in all facets of operation, maintenance, and repair of the building, systems, grounds, furnishings, and equipment of Elk River Lutheran Church. Position allows for a somewhat flexible schedule, but also requires some flexibility on the employee's side to occasionally be available for special events.

YOU MIGHT BE A GREAT FIT FOR THIS JOB IF:

You want a flexible schedule and are also able to provide some flexibility to meet the custodial needs for special events outside the regular schedule, take pride in helping us present a clean and well-functioning building, have an eye for details, are self-motivated and able to work on your own, but also want to be a part of our supportive team.

PRIMARY RESPONSIBILITIES:

- Cleaning
 - Regularly clean the interior of the building on a schedule that matches with the regular program schedule of the church. This cleaning includes bathrooms, vacuuming and mopping floors, emptying trash cans, cleaning windows, dusting and other messes that arise.
 - Provide additional cleaning as needed after special events.
- Set-Up
 - Set-up rooms for regular programs and special events at the church.
- Work With Outside Contractors
 - In collaboration with the Senior Pastor and Church Council, receive bids and choose contractors for annual maintenance contracts (snow, lawn, etc.)
 - Serve as primary contact for maintenance contractors in collaboration with the Office Manager.
 - Coordinate necessary building repairs and maintenance with hired contractors and/or volunteers. Major repairs should be coordinated with the Senior Pastor.
- Communication
 - Regularly meet with Senior Pastor and/or Office Manager to review the calendar and building needs.
- Other Duties
 - Make sure the building and grounds are presentable and welcoming. This may include light shoveling of snow, blowing leaves, tidying up public spaces in the church, etc..

Position posting is open Thursday, April 4 and applications will be accepted through Monday, April 15.

To apply please submit resume and cover letter at the church or send to

ERLCPersonnelTeam@gmail.com