

St. Peter Evangelical Lutheran Church
540 East Franklin Street, Denver, Iowa 50633

Job Description

F.I.S.A.: Non-Exempt

Title: Custodian

Date: June 6, 2013 10:30

Primary Function:

Under the supervision of the Head of Staff Pastor, the Custodian is responsible for maintaining the facilities and equipment through routine cleaning and maintenance. Additionally, she/he provides set-up/tear down for activities in the church facilities. She/he must have the ability to maintain a professional and confidential manner consistent with this mission.

Principle Responsibilities:

- Develops schedules for regular maintenance and cleaning
- Provides daily, monthly, seasonal, and annual cleaning and maintenance of the facilities and equipment
- Provides set-up/tear down for activities
- Maintains the grounds of the church property, including grass mowing and snow removal
- Orders and maintains all necessary cleaning/maintenance supplies and equipment
- Unlocks and locks the church building
- Inspects and maintains operation of boilers, furnaces, air conditioners, hot water heater, etc.
- Reports major repairs needed to the Head of Pastor
- Regulates settings for heating, cooling, humidifying, dehumidifying, etc.
- Serves as compliance officer for maintaining proper certification as required by the State of Iowa
- Performs other duties as assigned

Qualifications:

- Knowledge of standard cleaning practices and techniques
- Knowledge of cleaning and ground equipment operation
- Skills for minor maintenance repairs
- Ability to organize and prioritize work
- Ability to perform principle responsibilities
- Adheres to the Employee Handbook

Working Conditions:

Medium physical effort, such as frequent setting up equipment, lifting, and carrying up to 40lbs will be required. Normal attention to chemical used for cleaning purposes required.

The signature of the employee hereby acknowledges receipt of a copy of this job description.

Employee	Date	Head of Staff Pastor	Personnel Committee Head	Date