

AMERICAN LUTHERAN CHURCH OF WINDOM

Custodian Job Description

Job Summary: Responsible for the care, maintenance and cleaning of American Lutheran Church properties.

Part-time position up to 30 hours per week which is job shared with another custodian. Custodians report to the Lead Pastor and the Properties Board.

Physical Requirements: Must be able to lift 40 lbs. and carry and lift loads for the floor, from 12 inches from the floor, to shoulder height and overhead.

Job Responsibilities:

- Maintains the cleanliness and appearance of church and grounds.
- Performs routine maintenance of church and grounds.
- Conducts ongoing inspection, and preventative maintenance to heating system, cooling system and church building.
- Contacts Properties Board Chair if additional service or repair is needed. Lead Custodian hires a professional service person if the problem can't be solved with volunteers.
- Lead Custodian will order consumable supplies needed around the church.
- Assist pastor with service problems regarding the parsonage.
- Oversee security at ALC.
- Convey a courteous and friendly attitude to all who enter in the name of Christ.
- Attend weekly staff meeting.
- Other duties as assigned.