

**Position Title:
Custodian/Lead Maintenance**

STATUS: Non-Exempt

SUPERVISED BY: Lead Pastor

GENERAL DEFINITION

The Custodian performs routine, semi-skilled custodial and manual work in the care and cleaning of church facilities. He/She evaluates property needs and coordinates repairs and servicing. This includes routine protective service work in maintaining security over buildings, equipment, and grounds; and does related work as required. Work is performed under regular supervision of the Lead Pastor.

The normal work schedule is 8:00am – 4:30pm Monday through Friday totaling 40 hours per week. The salary range for this role is \$28,000-\$40,000 annually and based on experience.

ESSENTIAL FUNCTIONS

Building Maintenance

- Performs weekly survey of property to identify potential maintenance issues.
- Coordinates general maintenance and servicing of property, building, and equipment.
- Sweeps, mops, waxes and uses buffers on floors.
- Cleans bathrooms, offices, recreation areas and other special purpose facilities.
- Operates vacuum cleaners and carpet shampoos.
- Empties trash cans; washes windows and glass doors.
- Performs simple electrical repairs such as bulb changes.
- Works in cooperation with the office administrator of Holy Trinity to determine daily/weekly /schedule

1. Three Times Weekly Tasks

- a. Clean commodes, urinals, bathroom sinks and replenish toilet paper, paper towels and hand soap as needed. Empty bathroom trash cans and clean mirrors.

2. Weekly Tasks

- a. Vacuum all offices, copier workroom, office hallways and church proper.
- b. Mop kitchen, all bathroom floors, PLC entry area.
- c. Vacuum the entire PLC including classrooms and hallways and the Connector.
- d. Dust wooden furniture.
- e. Wash PLC glass doors
- f. Wash kitchen linens in the downstairs laundry/More often if events warrant.
- g. Scrub kitchen sinks/more often if events or activities warrant

3. Bi-Weekly

- a. Dry mop sanctuary floor and kneelers.
- b. Sweep/dry mop choir loft and altar area

4. Monthly

- a. Dust blinds and baseboards
- b. Cleans/polishes brass door plates.

- c. Dust window sills in church sanctuary
- 5. Seasonal
 - a. Assist with installation of Chrismon trees/wreaths/Nativity scene
 - b. Assist with outdoor cross, etc. during Lent

Vehicle Operation/ Maintenance

- Operate church vehicles, run errands.
- Coordinates general maintenance, servicing, cleaning of church van.

Security

- Inspects all windows, doors and entrances to buildings to make certain they are closed and locked.
- Prevents admittance of unauthorized persons to the premises.
- Investigates unusual conditions or disturbances.
- Checks for possible fire hazards.

Hospitality/ Community Building

- Provides a friendly welcome to HTLC visitors and is prepared to offer directions/escort for visitors to the appropriate office.

General

- Attends staff meetings as needed.
- Set up or arrange rooms as requested.
- Coordinates activities with Office Administrator with regard to maintenance schedules/repairs
- Performs other tasks upon request and according to the schedule established by the Lead Pastor.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of property management and maintenance, building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; some knowledge of practices concerning the protection of church buildings; ability to secure buildings and grounds; ability to follow a prescribed routine and to understand and follow oral and written instructions; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to get along with others; ability to read and write; willingness to work late night or irregular times, good attention to detail.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of a high school diploma or a high school equivalence (GED).

PHYSICAL DEMANDS/WORK ENVIRONMENT

See attached. Some tasks require the ability to lift as much as 50 lbs; however, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Valid driver's license
Negative drug test
Favorable background check