

St. Paul Lutheran Church, Sheboygan Falls

MINISTRY POSITION: Head Custodian

REPORTS TO: Director of Church Administration

DATE: November 2020

MINISTRY: Building & Grounds

REVISED BY: Stefanie Trakel

TEAM MINISTRY:

We ask all of our ministry staff to work together as a team under the Lordship of Jesus Christ toward the goal of helping lead our people into a growing relationship with their Savior. Each staff member is given specific areas of responsibility in the public ministry. St. Paul's Ministry responsibilities may change as the needs of the congregation change.

We expect our entire Leadership team to be constantly seeking the Lord's "vision" for our congregation. Our Lord has commanded us to "Go, making disciples of all nations...baptizing...and teaching them to obey (Christ)..." (Matthew 28:19-20). The people of St. Paul Lutheran Church, praying for God's guidance and strength to fulfill His command, have adopted this Mission Statement: "As friends of God through Jesus, empowered by the Spirit, we are Connecting People to Christ by sharing His love in word and action everywhere we are".

POSITION PURPOSE:

Oversee and accomplish the custodial duties of our facility and provide a clean environment for all who enter our doors. Also greet people coming and going and be willing to answer a lot of questions or direct them to staff that can help or answer their questions.

REPORTING RELATIONSHIP:

- Reports to the Director of Church Administration

- No subordinates report to this position. Provides direction to the Night Custodian.

ESSENTIAL FUNCTIONS:

- Order supplies for the facility. Inventory supplies.

- Clean the inside of the building.

- Perform light general maintenance and repairs.

- Setup and take down of tables and chairs for different classes and events.

- Coordination and training of the evening custodian.

- Snow shoveling doorways and exits as needed.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position.

- Performs other duties as assigned or as necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- At a minimum, a high school diploma or equivalent is required.
- Excellent teamwork and organizational skills.
- Basic computer skills including keyboarding skills and experience in using electronic mail.
- Ability to work independently with minimal supervision and make decisions with good judgment.
- Ability to prioritize workload with time constraints.

MENTAL/PHYSICAL REQUIREMENTS:

- Must be able to lift at least 50 lbs, including moving banquet tables and chairs.
- Must be able to bend and kneel to clean floors, bathrooms, etc.
- Operates all equipment necessary to perform the job.
- Ability to push a carpet shampoo machine.