

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.74</u>
Subject	<u>Job Description: Custodian</u>
Effective Date	<u>12/30/22</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Custodian is responsible for the overall cleaning of the church building and assists with room setups as assigned

REPORTS TO: Director of Administration & Property

DIRECTLY SUPERVISES: None

EVALUATOR: Director of Administration & Property

STATUS: Full-time (40 hours)

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides welcoming presence to all members and guests
- Coordinates and participates in the weekly, quarterly, and monthly cleaning needs of all areas of the building, including keeping all exterior entrances clean and clear.
- Prepare, managing and follow a cleaning schedule in collaboration with manager.
- Secures the building and arms the security system, opens the building, and disarms the security system as required.
- Open building and prepare for Sunday Worship (i.e. unlock doors, turn on all required lights)
- Assists in set-up for worship services as needed
- Assists with furniture arrangements as assigned.
- Assist with setups for funerals and weddings as requested
- Orders and stocks janitorial and consumable supplies with the approval of the Dir. Admin and Property.
- Participates in emergency drills and environmental safety activities, as requested.
- Available to respond cleaning and other emergencies as needed.

CHURCH ORGANIZATION

OTHER RESPONSIBILITIES:

- Engages in education and professional development as required.
- Performs other duties as assigned by the Lead Pastor or Director of Administration & Property.

MINIMUM QUALIFICATIONS:

- Knowledge of cleaning practices and methods.

PHYSICAL REQUIREMENTS:

- Ability to listen to staff, members, and community.
- Must be capable of lifting and moving up to 55 lbs. as a regular part of the job.
- Ability to operate machinery and equipment such as floor cleaners and buffer.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Planning and Organizing**
Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

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ACKNOWLEDGEMENT

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Staff Signature

Date

Supervisor Signature

Date