



DOOR CREEK CHURCH

Changing lives to change the world

Position Title: Custodian (Part-time 20-24 hours per week)

Ministry Description:

This position works with other custodians and volunteers to provide a safe, clean facility for those using Door Creek Church. Responsibilities will include routine and project cleaning, room setups, basic maintenance, grounds maintenance, snow removal, security and other duties as assigned.

Reporting Relationship: Facilities and Grounds Director

Primary Responsibilities:

- Performs room set-ups and teardowns for scheduled events
- Train and supervise volunteer custodian when requested
- Deal with request by any group using the building
- Open/Close building as required
- Removes trash and sorts recyclables
- Assist with grounds care (riding lawn mower, push lawn mower, trimming, edging, etc.), assist with snow removal
- Dust, sweeps and mops hard floors, vacuums, spot clean and shampoos carpeted floors
- Cleans, sanitizes and restocks restrooms
- Dust and clean furniture, empties and cleans waste receptacles
- Clean up spills as required, cleans and dust woodwork, walls and fixtures
- Cleans and spot cleans windows
- Assist as a volunteer during services when requested
- Monitoring properly works of water pumps and boilers in our mechanical rooms (previous training). During shift check out the proper functioning water pumps and boilers into mechanical rooms (make reports any issues found)
- During shift monitoring the correct operation of stoves, freezers, ovens, coffee machine, etc. in the kitchens of the church
- Repair scratched walls, and touch paint as needed



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- Polish hard floor as required
- Repair or report any issues found
- Other duties as assigned
- Complete a daily report

Personal Qualifications:

- Support our values and vision for ministry
- Ability to work independently or as a member of a team
- Ability to multi-task and stay on track with regular interruptions
- Ability to maintain high standards of confidentiality with sensitive information
- Capable of regular physical activity and able to lift 50 lbs.
- Good verbal and written skills and able to follow instructions
- Good attention to details
- Apply common sense under certain circumstances
- Work flexible hours including weekends, evenings and holidays
- Basic mechanical skills helpful
- Able to operate riding lawn mower, push lawn mower, scissors lifts, snow blowers, ATV with plow.
- Hold a valid Wisconsin driver license with reliable transportation.

Others:

- **This position requires work weekends and some holidays.**
- **20-24 hours a week**
- **Able to work overtime as church need or require**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.