



# DOOR CREEK CHURCH

Changing lives to change the world

**Position Title:** Custodian (Part-time 24 hours/week)

**Reporting Relationship:** Facilities and Grounds Director

## **Ministry Description:**

This position works with volunteers and other custodians 24 hours per week 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.

## **Primary Responsibilities:**

- Perform room set-ups and teardowns for scheduled events
- Training and supervise volunteers when requested
- Deal with requests by any group using the building
- Open/Close building as required
- Removes trash and sort recyclables
- Assist with grounds care (riding lawn mower, push lawn mower, trimming, edging, etc.)
- Assist with snow removal
- Dust, sweep, and mop hard floors
- Vacuum, spot clean and shampoo carpeted floors
- Clean, sanitize, and restock restrooms
- Dust and clean furniture
- Empty and clean waste receptacles
- Clean up spills as required
- Clean and dust woodwork, walls and fixtures
- Clean and spot clean windows
- Assist as a volunteer during services when requested
- Replace light bulbs
- Monitoring properly working of water pumps and boilers in mechanical rooms (previous training)
- During shift: monitor the correct operation of stoves, freezers, ovens, coffee machine, etc. in the church's kitchens and report any issues
- Repair scratched walls, and touch up paint as needed
- Polish hard floors as required
- Repair or report any issues found inside and outside of the building
- Other duties as assigned
- Complete a daily report



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## 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 on weekends and some holidays when required
- 24 hours a week (Thursday 3-11pm, Friday and Saturday 7:30am-4pm). For some will need to work 3 or 4 more hours depending on church needs
- Eventually cover vacation or sick time of other custodians
- Able to work overtime as needed or required
- No employee benefits are included with this position

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.