



DOOR CREEK CHURCH

Changing lives to change the world

Position Title: Custodian (Part-time 16 hours/week)

Reporting Relationship: Facilities and Grounds Director

Ministry Description:

This position works with volunteers and other custodians 16 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 and dust woodwork, walls and fixtures
- Clean and spot clean windows
- 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



DOOR CREEK CHURCH

Changing lives to change the world

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
- 16 hours a week (Friday and Saturday 7:30am-4pm). Could require 3 or 4 more hours depending on church needs
- Eventually cover vacation or sick time of other custodians
- This position could increase to 24 hours/week in September
- 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.