



Position Title: Custodian - Part Time (12 hours/week, 2-3 evenings per week)

Reporting Relationship: Facilities and Grounds Director

Exempt Status: Part-time, Non-exempt

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.

Primary Responsibilities:

- Performs room set-ups and teardowns for scheduled events
- 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 and polish hard floors as required
- Vacuums, spot clean and shampoos carpeted floors
- Cleans, sanitizes and restocks restrooms
- Dust and clean furniture
- Empties and cleans waste receptacles
- Cleans and dust woodwork, walls and fixture, windows, replace light bulbs
- Assist as a volunteer during services when requested
- Repair scratched walls, and touch paint as needed
- Repair or report any issues found in and out of the building
- 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 mower, scissors lifts, snow blowers, ATV w/ plow.
- Hold a valid Wisconsin driver license with reliable transportation.

Others:

- This position requires works on evenings, weekends and some holidays when it is required
- 12 hours a week (working 3 nights a week, 4 hours each or two nights a week, 6 hours each)
- Eventually cover vacation time or time sick of other custodians