

Position Title: Custodian (Part-time 8 hours/week)

Reporting Relationship: Campus Pastor

Ministry Description:

This position works with staff and volunteers 8 hours per week to provide a safe, clean facility for those using the DeForest Campus of Door Creek Church. Responsibilities will include routine and project cleaning, setups for Sunday services, basic maintenance, and some snow removal.

Primary Responsibilities:

- Perform room set-ups for Sunday services.
- Training and supervise volunteers when requested
- Removes trash and sort recyclables
- Assist with snow removal (sidewalks only)
- 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
- Replace light bulbs
- Perform routine maintenance on furnace, water softener, etc...
- 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
- Monitor consumables inventory in kitchen (paper plates, cups, etc) and restock when necessary.

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
- Hold a valid Wisconsin driver license with reliable transportation.

Others:

- This position requires work on Friday and/or Saturday some holidays when required
- 8 hours a week (Hours would be on Fridays and/or Saturdays between 7:30am-4pm).
- 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.