

JOB DESCRIPTION: Assistant Custodian

REPORTS TO: Administrator

CLASSIFICATION: Hourly
15 Hours per Week
\$18-\$20 per hour

Purpose Statement: To provide a functional, clean, and hospitable environment for staff and congregation members while supporting the custodial needs of the church and mission of the congregation.

Position Summary: This position's primary responsibility is for maintaining the total church facility. The assistant custodian will provide cleaning and minor building maintenance for the church.

Spiritual Life and Self Care: Attend to your spiritual life and personal needs in a way that fosters wholeness and vitality in ministry.

Primary Responsibilities, Duties, and Performance Indicators:

Building Maintenance

- Provides cleaning for the total church facility such that the interior of the church has a clean and pleasing appearance including vacuuming, sweeping, mopping floors, dusting, etc.
- Provides cleaning and maintenance of the exterior of the church building and ground including yard work and shoveling/snow blowing of sidewalks.
- Maintain clean restrooms; replenish restroom supplies; empty waste cans
- Check with Lead Custodian daily for special assignments
- Assure that equipment needed for custodial duties is maintained in good repair
- Perform minor maintenance tasks

Facility Use

- Arrange rooms and hall for meetings and special events according to team/group leader's specifications
- Open and close building on rotating weekends with Lead Custodian and on an as needed basis

Staff Support

- Participate in staff meetings and other meetings necessary for the upkeep of Trinity's facilities

Physical Requirements:

- Lift up to 70 pounds
- Ability to ascend/descend a ladder
- Ability to stand/walk for extended periods of time

- Ability to perform tasks outdoors

Background, Skills, and Qualifications: Along with knowledge of specialized equipment used in the course of normal daily work this person must have the abilities to:

- Meet the public tactfully and courteously
- Communicate and work positively and effectively with volunteers and church members
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff team
- Understand and carry out oral and written directions
- Manage emergency situations as they arise
- Maintain confidentiality in all matters
- Function independently and use good judgment in decision making related to duties
- Adjust working hours to accommodate workload as needed

Accountability: This position is responsible to the Administrator. This position will be reviewed annually.

Support: Support for this position will be provided by all co-workers on our staff and the Personnel Committee.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed annually and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource for all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.