

Custodian

Grace Lutheran Church, ELCA, 1140 East High Street, Davenport, Iowa 52803

Reports to: Sr. Pastor (Indirect – Property Committee Chairperson)
Status: Part-time
Hours: Monday and Thursday 10am-3pm (est. 10-15 hrs/week); and as needed additional flex time hours for special events, snow removal, etc.
Note: Pre-authorization of hours by Sr. Pastor/Property Committee Chairperson is required if working beyond normal Monday/Thursday work schedule.
EEO Classification: Service
FLSA: Non-Exempt
Hourly Pay: Minimum \$17/Maximum \$20.50 per hour

TO APPLY FOR THIS POSITION

- Apply online at bit.ly/GraceJobApp OR
- Email your resume and references to personnel@gracewelcomesyou.org OR
- Mail your resume and references to Grace Lutheran Church (Attn: Personnel)
1140 E High St, Davenport IA 52803

SUMMARY OF POSITION

Keeps church building in clean and orderly condition. Performs heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include attending furnace and boiler, notifying Senior Pastor and Property Committee Chair of need for repairs; mowing lawn and cleaning snow or debris from sidewalk.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include, but are not limited to, the following):

General Cleaning

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Service, clean, or supply restrooms.
- Gather and empty trash.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, drinking fountains, glass partitions, or mirrors.
- Dust furniture, walls, machines, or equipment.
- Water plants.
- Cleans balcony, sanctuary, and kitchen- sweeps floors, dusts, and empties wastebaskets.
- Buffs floors annually.

Property Duties

- As needed, remove snow from sidewalks, driveways, or parking areas and spread snow melting chemicals. Mow or trim lawns and clear debris from grounds using supplied equipment.
- Set up, or remove decorations, tables, chairs, ladders to prepare facilities for events. Organizes recycled materials. Replaces light bulbs (inside and outside) and keeps an inventory of bulbs in stock. Review/learn instructions as outlined in the elevator operations manual.

- Notifies Senior Pastor and Property Committee Chair concerning the need for major repairs or additions to building operating systems and when floors need to be buffed.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Other duties as assigned...

KNOWLEDGE, SKILL/ EDUCATION REQUIREMENTS

- High School Graduate or GED
- Physically able to move up to 50 lbs. With the assistance of dollies may move heavy furniture, equipment, or supplies.
- **Must pass pre-employment screening**
 - Must be a legal resident or possess a work permit to work within the United States and complete an Employment Eligibility Verification I-9 form to be signed by the employee prior to the official date of hire.
 - Must successfully pass a child abuse registry and criminal background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- **Performing General Physical Activities** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Organizing, Planning, and Prioritizing Work** – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Independence** – Job requires ability to be self-directed and to work independently.
- **Communications** - Provide information to Sr. Pastor, Property Committee Chairperson, and staff. Respond to repair requests quickly and with a professional manner.
- **Safety** - Adhere to the church’s safety policies to create a safe work environment for everyone.

ACCOUNTABILITIES FOR SUPERVISION

No supervisory responsibility of staff.

ADDITIONAL INFORMATION

- Incumbents will be required to train in Bloodborne Pathogens and Hazardous Chemical management.
- Review/learn instructions as outlined in the elevator operations manual.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____

Note: This description of duties and responsibilities reflects the overall requirements and general elements of the position. It is not intended as a detailed description of all tasks, activities, and job requirements. This job description is subject to change and other job duties could be added or assigned at any time.