

**Job Description**  
**Position: Custodian**  
**Reports to Senior Pastor**

**Apply in person at the church office of**  
**HOPE LUTHERAN CHURCH, 5200 Emerson Avenue North, Mpls, MN 55430**

**Definition:**

The Properties Manager is a full time member of the ministry staff who is responsible for the cleaning of the facility and managing the maintenance and up-keep of the property.

**Time Requirements:**

1. 32 - 40 hrs./week
2. Paid Time Off as stated in Hope Lutheran Church employee handbook.

**Salary Range:**

\$12.00 - \$16.00/Hour – based on experience.

**Relationships:**

1. Reports to Sr. Pastor.
2. Serves on the properties committee
3. Supports staff members as it pertains to properties.
4. Communicates with outside vendors for various maintenance issues.

**Responsibilities:**

1. Cleaning
  - Organize common and storage areas and do general cleaning
  - Dusting, vacuuming, sweeping, dust mopping, wet mopping, glass cleaning, washing tables and chairs, carry out garbage, straighten furniture and erase whiteboards.
  - Polishing/wiping/washing walls, toilets, sinks, windows, mirrors, screens, stainless steel cleaning, stripping/waxing/buffing of tile floors

**Continued**

## Hope Lutheran Church Custodian Job Description

### 2. Maintenance

- Responsible for: Gas, water, mechanical, electrical, plumbing equipment, HVAC-heating, ventilation, air conditioning.
- Maintain boiler/furnace areas/air conditioner and report problems.
- Maintain water heaters and report problems.
- Maintain exhaust and report problems.
- Maintain gas, water, electrical and report problems.
- General check of boiler to fulfill state requirements.
- Maintain church property and equipment. May require bringing in outside vendors for work on mechanicals.
- Some snow removal and salting of sidewalks.
- Responsible for ensuring seasonal work; watering, mowing, seeding and fertilizing of grass, leaf removal; gets done.
- Special projects from notebook in the main office.

### 3. Set-ups

- Do set-ups relevant to the day's activities.
- Sunday school.
- Wednesday clubs and youth functions
- Wednesday Bread for Life.
- Communicate with office administrator daily for any special set-ups that may be required.
- For special events, individual staff members are responsible to communicate needs to Properties Manager.

### 4. Administration

- Attendance at weekly staff meetings and monthly properties meetings.
- Ongoing communication with staff and properties committee members.
- Ordering of cleaning supplies and services from outside vendors.
- All hours worked must be recorded on time card on a daily basis. Any discrepancy must be initialed and authorized by Sr. pastor or office administrator.
- Requests for Paid time off (PTO) are to be made to and authorized by Sr. Pastor.
- PTO for sick days requires a phone call notification to the Sr. pastor.
- Continuing education in maintenance-related areas.

### **Qualifications:**

1. Must be able to lift at least 50 pounds.
2. Demonstrate administrative skills.
3. Demonstrate mechanical skills.
4. Basic knowledge of mechanicals.
5. Excellent communication skills.
6. Special Boilers License.
7. Clean driving record.
8. Pass a drug test.
9. Background check.