

Full-Time Custodian

Job Family:	Custodian	FLSA:	Non-Exempt
Salary Grade:	Hourly	Type:	Full-Time
Reports to:	Head Custodian/Dir. Of Operations	Status:	Non-Rostered

This position is responsible and dedicated to the church and school at Trinity Lutheran, Utica. It will be the desire of this person to see that their ministry glorifies the name of Jesus Christ through word and action. As a member of the team, this person will use their gifts as a means of equipping others, that all might be better involved in doing the work of the ministry.

Position Summary: The Custodian is the representative of the cleanliness and functionality of our Lord's House. This person is to act in a manner that is professional and respectful to all who enter our doors, it is crucial that a professional and pleasant attitude is displayed at all times.

Key Duties:

- Together with the Director of Operations, and Head Custodian be responsible for the safety, well-being and upkeep of the church and school campus.
- Remedy and/or report all health and safety hazards to the Head Custodian.
- Responsible for being of service to staff and guests.
- Responsible for setting up, and tearing down the tables, chairs, podiums, and other furniture and/or equipment that is required for any special event as assigned.
- As assigned duties are performed, if the Custodian observes any part of the building or its contents that are in need of repair, he/she shall report this observation to the Head Custodian.
- The Custodian will complete any task assigned by the Head Custodian or the Director of Operations.
- Day-to-day duties include but are not limited to: general cleaning, vacuuming, dusting, trash disposal, receipt of deliveries, cleaning of spills, school drop off circle and traffic control/crossing guard, cone placement for school safety, snow removal, de-icing, etc.
- Conduct themselves in a professional and respectful manner in all aspects of personal interaction with fellow staff and guests alike.

Minimum Requirements:

- Ability to provide documentation for employment eligibility.
- Ability to pass criminal background check annually.
- Ability to clear national sex offender registry.
- Must possess good communication skills; written and verbal.
- Must be trained in CPR, AED and Blood Pathogen safety procedures.
- Must continually work to build integrity in their self and encourage a team atmosphere.
- Must maintain a pleasant personality, be approachable by others and assist wherever needed.

Compensation:

- The Custodian shall be paid on an hourly basis, dependent on the number of hours employed. If working 30+ hours, benefits are offered.