



**Job Description:** Custodian  
**Accountable to:** Properties Supervisor

### **Position Description**

The Custodian shall be responsible for completing the tasks mutually agreed upon as outlined in the following job description. The Custodian will report to and be supervised by the Properties Supervisor. The Custodian is responsible for the general appearance and cleanliness of the church buildings including the floors, carpets, windows, walls, ceilings, and fixtures. Complete setups as assigned.

### **Qualifications**

Requires the ability to work with the staff and volunteers in carrying out the programs of the church. The Custodian should have prior custodial, security, and room setup experience. General maintenance skills are required.

### **General Requirements:**

1. Sweeps, mops, waxes, and buffs floors
2. Vacuum and shampoo carpets and perform carpet repairs
3. Wash windows
4. Dust and clean walls
5. Clean ceilings and light fixtures. Replace light bulbs and ballast when needed.
6. Perform room setups and rearrange furniture as requested.
7. Ensure facilities are locked and alarm system is activated.
8. Prepare Sanctuary area for usage and tend to custodial needs that arise.
9. Perform grounds keeping and snow removal tasks when requested and/or required.
10. Act as a primary person for any security problems that may occur when Lead Custodian and Properties Supervisor are not onsite.
11. Report any maintenance problems to the Properties Supervisor.
12. Obtain proper boiler license.

13. Perform other tasks as assigned.

\*The responsibility of the Custodian may be changed at any time by mutual agreement of the Personnel Team and the Properties Supervisor and with the approval of the Church Council.

**How to Apply:**

Please send resume and cover letter to Terra O'Brien – [obrien@bethellutheran.com](mailto:obrien@bethellutheran.com)