

**ST. MICHAEL LUTHERAN CHURCH**  
**MINISTRY DESCRIPTION**  
**Evening Custodian**

<b>Reports to:</b>	Operations Manager
<b>Support for this Position:</b>	Board of Trustees, Personnel Committee
<b>Directly Supervises:</b>	N/A
<b>Status:</b>	Part Time
<b>FLSA:</b>	Non-Exempt
<b>Synodical Status:</b>	Non-Called
<b>Ministry Description Adopted:</b>	

**Job Summary:**

Responsible for cleaning and general upkeep of the property.  
Responsible for safety and security of building during evening hours.

**Essential Functions:**

- During the school year, vacuum and sweep classrooms and offices daily
- Cleaning classroom bathrooms, including sinks, toilets, and floors
- Assist with the care of the gym floor
- Summers hours will include stripping and waxing of tile floors and cleaning of carpet along with painting and repair of walls and doors as needed.
- Set-up rooms for meetings and school functions as needed
- Perform other duties as assigned.

**Other Responsibilities:**

- Perform maintenance duties as needed such as using a ladder to change light bulbs, minor plumbing repairs of toilets and sinks, cleaning carpets using carpet cleaning equipment, stripping and waxing tile floors and other duties associated with the maintenance and care of the facility.
- Building security: Ensure that lights are turned off and doors are locked before leaving (or assign another staff person to be responsible before leaving)
- Maintain flexible work schedule (evenings and weekends)

**Minimum Qualifications:**

- Ability to operate the necessary equipment to perform cleaning and maintenance tasks
- Ability to lift and move heavy furniture
- Willingness and ability to learn to operate new equipment
- Is or will become a member of St. Michael Lutheran Church unless otherwise approved by the St. Michael Personnel Committee

# ST. MICHAEL LUTHERAN CHURCH

## MINISTRY DESCRIPTION

### Evening Custodian

#### Core Competencies:

- **Process Management:** Good at figuring out the processes necessary to get things done; understand how to separate and combine tasks into efficient work flow.
- **Problem Solving:** Uses logic and methods to solve problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; looks beyond the obvious.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of St. Michael Lutheran church.
- **Spiritual Maturity:** Has a personal growth plan based on the ten marks of discipleship practiced by St. Michael Lutheran Church. Models and develops humility, teachability, accountability and servant leadership in all coaching relationships.
- **Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Engages people positively, with a demeanor of optimism and abundance.

#### Support for this Position:

- Board of Trustees
  - Provide strategic guidance for long range planning
  - Assist in providing adequate resources for the ministry
  - Assist in resolving concerns/issues
  - Assist with changes in Ministry Description
- Personnel Committee
  - Approve changes to Ministry Description
  - Assist with personnel issues/concerns/needs