



Interim Custodian Position Description

Approved September 15, 2023

Job Title:	Interim Custodian
Supervised by:	Office Administrator
FLSA Status:	Non-Exempt
Employment Condition:	Part-time, Temporary
Timeframe:	September 19 – October 31, 2023 (or before)
Location:	Prince of Peace Lutheran Church, Roseville, Minnesota

Position Summary: This position serves as a support position in the church to perform general cleaning, light maintenance, and set-ups at Prince of Peace.

Expectations of each staff person at Prince of Peace:

1. Supports the mission of the church and is committed to working together to accomplish the mission of Prince of Peace: *We are claimed, gathered, and sent to build the church and love the world.*
2. Maintains confidentiality, discretion, and relates well to others with courtesy, respect, and compassion.
3. Has a personal theology consistent with the Lutheran heritage and traditions.
4. Seeks to involve others in ministry, delegates when appropriate, and is a team player.
5. Is knowledgeable about and adheres to all current Prince of Peace policies.

Essential Duties:

General Cleaning

On most days, based on occupancy:

1. Dispose of trash and recycling.
2. Clean bathroom fixtures and surfaces, replenish paper supplies, soap, etc.
3. Clean entry doors and windows.
4. Shovel path to Main Entry and SW doors on snowy days before staff arrives. Salt walks and approaches as necessary.

Once each week, or more frequently as necessary:

1. Clean and dust all rooms (floors, furniture, ledges, windows, ceiling corners, etc.) throughout the building.
2. Vacuum all carpeted areas.
3. Mop (dry and wet when needed) non-carpeted areas.
4. Conduct other cleaning duties as assigned.

Preparing areas for users:

1. Set up education, music, and youth rooms as needed.
2. Set up meetings as requested.
3. Set up for special occasions as assigned, such as weekend weddings or funerals.

Building Security:

1. Report any doors or windows left open or lights left on to the Office Administrator.

Other major duties:

1. Assist with repairs and installations as requested.
2. Notify the Office Administrator of needed repairs.
3. Notify the Office Administrator of services needed, such as pest control.

Knowledge, Skills, and Abilities

- Able to organize work, initiate projects, and do minor repairs.
- Tact and courtesy in dealing with people.
- Ability to work with limited supervision and to recognize problems related to the facility and its equipment.

Qualifications

- Must be able to lift 50 pounds.

Compensation

\$20 per hour, paid bi-monthly upon receipt of completed timecard, approved by supervisor.

Flexible Scheduling

Generally, custodian may access the building and attend to the above responsibilities at any appropriate times, based on building use. It's anticipated that custodian will provide services most days the building is occupied, especially in anticipation of and following larger use events (like Sunday morning worship). Scheduling expectations are to be coordinated with supervisor.

I have read and accept this position description:

Employee signature

Date