



Job Description

Title: Part-Time Evening Custodian (10-15 hours)

FLSA Status: Non-Exempt

Department: Administration

Reports To: Facilities Manager

Revision Date: 12-14-2021

Direct Reports: None

PURPOSE OF POSITION

The Custodian supports the staff and ministry of St. Mark's by ensuring all publicly accessible areas of the church are clean and ready for the staff and congregation to use. The custodian should understand proper cleaning methods or being willing to learn and may perform minor repairs. The evening custodian will secure the building at the end of the evening.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are fundamental duties that an individual who holds the position must perform. This is not an exhaustive list. Other duties, in addition to these essential job functions, will be assigned at the discretion of and in conjunction with the Facility Manager or Executive Director.

- Maintain clean facilities by performing weekly duties
- Daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms following a weekly cleaning schedule and checklist
- Work with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items
- Use proper chemical handling procedure when working with cleaning agents, including wearing gloves, or masks as needed and following written or verbal instructions
- Landscaping and snow removal as needed
- Adhere to all safety, building, and life safety guidelines
- Assist with event preparations and clean-up
- Set up ministry areas on a daily basis as needed
- Take inventory of cleaners and other supplies and submit requests when items need to be replenished.
- Perform minor maintenance & improvement projects in the facility
- Assist in all areas of ministry need/projects at St. Mark's
- Occasional Saturday hours for weddings, funerals, or other church activities
- Lock up and arm building alarm system at the end of the night
- Attend staff meetings as available
- Meet with Supervisor at least once/month
- Perform other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Understand or being willing to learn clearing techniques and safety procedures
- Ability to utilize digital software through the computer/internet
- Must be team-oriented
- Willing to work independently, be flexible and patient in a fast-paced and changing environment
- Must be self-motivated
- Versatility and flexibility in the face of changing priorities
- Complete a number of diverse, unfinished projects
- Attention to details and accuracy

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent
- Custodial experience or training may be required

PHYSICAL DEMANDS and ENVIRONMENTAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate walking, standing, climbing, pushing and pulling, carrying, stooping, bending, kneeling, and reaching. Ability to regularly lift equipment 50 pounds or more, and may be required to lift more than 100 pounds. Work outside and inside. Speaking and active listening.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, St. Mark's Lutheran Church reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by St. Mark's Lutheran Church. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and St. Mark's Lutheran Church has a similar right.

Employee's Signature

Date

Supervisor

Date

St. Mark's Lutheran Church is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, St. Mark's Lutheran Church will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with St. Mark's Lutheran Church.

St. Mark's Lutheran Church, 8300 C Avenue, Marion, IA 52302

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