

Job Title: Facility Attendant/Custodial**Job Type:** Temporary/Part-time

10-15 hours/week

Summary of Position

Westwood Lutheran Church is large suburban ELCA congregation with a 50,000 square foot facility sitting on 7.7 lakeside acres in St. Louis Park. We are seeking a Facility Associate to be part of a 4 member team responsible for the proper care and stewardship of building and grounds.

This position will support the proper set-up, take-down, maintenance, and operations of the facility, including monitoring activities and ensuring the safety of participants.

Schedule: Tuesday and Wednesday evenings, 5:00-10:00 PM

Opportunity for additional hours/shifts as available.

Essential Duties and Responsibilities

- Reasonable accommodations may be made to enable individuals to perform these essential functions:
- Responsible for facility opening and/or closing the facility, and room set-up and take down.
- Act as Building Ambassador for church members and guests. Monitor facility activities and enforce program rules and safety regulations, following proper emergency procedures.
- Assist with light maintenance of buildings and grounds and clean and make minor repairs to equipment and facilities. Work is conducted mostly indoors.
- Cleaning meeting rooms, gathering areas and other building spaces; cleaning & dusting floors; vacuuming, dusting furniture & fixtures
- Assist with the implementation and support of special events and church programs.

Minimum Qualifications

- 16 years of age.

Desired Qualifications

- Customer service experience.
- Previous custodial and/or cleaning experience.

Physical Demands:

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and the ability to see color.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*Westwood Lutheran Church is an Equal Employment Opportunity organization.

*No benefits are provided for this position.

If interested, please submit the Employment Application and your resume to jobs@westwood.church.