

Westwood Lutheran Church
Position Description
Custodian



Qualifications for the Position

Education or Degree	High School Diploma
License/certification required	Boiler's License a plus
Related experience required	Janitorial experience

Skills and Abilities Required

1	Thorough cleaning & minor repair work
2	Able to communicate & work with congregational members, staff & visitors
3	Able to follow written & verbal instructions from supervisor
4	Able to lift and carry 50 pounds
5	Able to do manual snow shoveling and operate snow blowing equipment

Principal Accountabilities		% of Job	End Results/Common Tasks/Performance Criteria
1	Cleaning restrooms, meeting rooms, gathering areas and other building spaces; cleaning & scrubbing floors; dusting furniture & fixtures; cleaning walls & windows	40%	Overall building will be clean and well maintained.
2	Timely completion of room set ups by moving tables, chairs & other equipment according to instructions.	20%	Room will be clean with proper set ups in time for scheduled activities.
3	Removing trash and recycling from rooms and offices.	15%	All trash & recycling will be removed from building daily.
4	Open & close building according to established schedule. Make sure there is proper access to building, including snow removal on sidewalks, salt application, sweeping, debris pick up.	15%	Building will be open & closed as scheduled. Rooms will be open/closed as appropriate and in proper condition for use. Building shut down procedures will be completed, lights out, building walk through per procedures.
5	Provide support for hospitality activities.	10%	Coffee will be prepared and set up according to building schedule. Trash will be removed as needed during events. Space will be cleaned at conclusion of event.