

**Lakeside Presbyterian Church
Duluth, Minnesota**

JOB DESCRIPTION FOR CUSTODIAN

QUALIFICATIONS:

Possess and keeps current a Special Engineer Class Boiler License (low pressure steam)

Physically qualified to perform required manual labor, such as, operate snowblower, lawnmower, move ladders, operate buffer, etc.

Possess skills in cleaning and building maintenance, and be able to budget time to get maximum work accomplished per hour.

Possess initiative and be able to work without supervision; to exercise good judgment and possess inherent confidentiality in all employment relationships; be courteous and tactful in all relations with members of the congregation.

RESPONSIBILITIES:

Employee is accountable to the ministerial staff for the security, safety, and day to day maintenance of the physical plant and outside grounds, and to be a helpful facilitator of all church functions. In addition, employee is responsible to perform minor repairs to masonry, electrical system, plumbing and immediate temporary repairs as necessary in an emergency. The Building and Grounds Committee must be notified of all needed major repairs.

Employee is required to perform duties as listed in church maintenance manual. (Duties as listed are not all inclusive, and may be added to as requirements change).

WORK HOURS:

Employment is based on 40 hours per week. The church's week consists of Monday through Sunday. The normal working schedule is from 7:00 - 4:00, Monday through Thursday, with a 30 minute lunch break, and a fifteen minute break in the AM and PM and 7:00 -11:00 AM on Friday. A volunteer janitor will be present for Sunday morning worship. Work hours in excess of 40 hours per week will be covered by compensatory time off, except in the case of paid events such as weddings.

ACCOUNTABILITY:

To pastor (head of staff) and to the Building and Grounds Committee of the Session.

EVALUATION:

An annual evaluation and performance review will be conducted by a representative of the Building and Grounds Committee of the Session and a representative of the Administrative Committee of the Session.

11/13/19 Updated
Approved by Building and Grounds Committee
Approved by Administrative Committee