

Zion Evangelical Lutheran Church (ZLC)
Ann Arbor, Michigan

Employee Job Description

Position Title: **Part Time/Weekend Custodian**
Classification: Support Staff – Part Time
Reports To: Senior Pastor
Prepared By: ZLC Personnel Committee
Date Written: September 16, 2015 Date of Last Review: October 6, 2015
Approved By: ZLC Church Council
Date of Approval: _____

SUMMARY: The Part Time/Weekend Custodian is the custodian on duty for weekend church activities and worship services. He/she assists in other regular building and ground's custodial duties as assigned. This is a part time position usually working Friday, Saturday and Sunday of each week and as a substitute in the absence of the Lead Custodian/Maintenance Technician.

Mission of Person Serving in this Position: As a part of the ZLC staff team, the Part Time/Weekend Custodian will work in cooperation with other staff, the Building and Grounds Committee and volunteers to maintain the usefulness, safety, cleanliness, and beauty of Zion Lutheran Church's facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The responsibilities of this position are to assist the Lead Custodian/Maintenance Technician in completing the custodial work of the church. *Other duties may be assigned.*

- Assist with Sunday School/Bible Land and other weekend program event setup; including setting up and removing tables, chairs, table covers, and audio-visual equipment.
- Assist with weddings, funerals and special weekend events.
- Assist church members with holiday decorating projects and the necessary cleanup of post activity remains.
- Assist office staff as might be necessary in preparation for church activities.
- Assist and advise the Lead Custodian in the procurement of custodial supplies, light bulbs, paper products, soap products, etc.
- Provide weekend snow removal at church entrances and walkways and spread ice removal agents to the same.
- Performs minor painting as required.
- Provides for church building opening, closure and window security during assigned hours of employment.
- Performs regular and other assigned cleaning functions according to a developed *Task Schedule* for this position. The *Task Schedule* is an addendum to this job description and is subject to modification.
- Has regular and consistent job attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, the employee must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION and/or EXPERIENCE:

Possess a high school diploma and have 3 – 5 years experience in work that is consistent with being a custodial employee.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret equipment manuals, general written communication, technical procedures, or governmental regulations. Ability to write. Ability to effectively speak and listen in the communication process with other church staff, church work groups, and church members.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: The individual serving in the capacity of Part Time/Weekend Custodian shall have the ability to:

- Apply the knowledge of tools and the use of the same in performing the *Essential Duties and Responsibilities* of this position.
- Plan and cooperatively develop work schedules with others.
- Establish and maintain effective relationships with children and adults within the church setting.
- Recognize that ZLC is a place of Christian worship activity and conduct one's self in a manner that does not conflict with this purpose.
- Have strong communication skills.
- Be a team player.

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 the essential functions.*

While performing the duties of this job, the employee will continuously stand, walk, occasionally sit, and talk or hear. While performing the duties of this job, the employee will be required to bend kneel reach and push or lift up to 80 lbs. such as large boxes of supplies and buckets of cleaning agents. The employee frequently will use manual dexterity and or finger dexterity while performing the duties of this position.

Specific vision abilities required by this job include close vision, such as to read manuals or handwritten or typed material, and the ability to adjust focus. The employee will hear conversations in a quiet and noisy environment and have the ability to tell where a sound is coming from.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is varies from quiet to loud.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment by Zion Evangelical Lutheran Church.

By my signature below, I acknowledge receipt of a copy of this job description.

Employee Signature

Date

[Part Time/Weekend Custodian]