



Custodian, Part Time

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The custodian provides a clean, functional, and secure building and grounds area for ministry use, and is attentive and helpful to all who enter the building.

PRIMARY RESPONSIBILITIES

- Assist in keeping building and premises neat, clean and safe at all times
- Set up/take down rooms, remove trash, and leave area neat and clean
- Clean facility premises, such as: removing trash, vacuuming, and scrubbing sinks
- Refill and make minor repairs and adjustments on dispensing machines
- Safely operate all types of power floor machines, scrubbers, wet and dry vacuums, and carpet maintenance machines
- Comply with local laws for storage and disposal of trash, recycling, other waste and flammable liquids
- In summer months, perform a more thorough cleaning, including furniture, walls, fixtures, windows, and mechanical units
- Keep building and grounds in good repair. Report all major and minor repairs to the Director of Building and Grounds
- Ensure that all exit doors are in good working order
- Watch for and report any unsafe situations to the Director of Building and Grounds

OTHER DUTIES

- Help regulate heat and electricity. Close windows, doors, turn off unneeded lights and appliances, and check for proper temperatures on thermostats
- Assist in changing mechanical filters
- Maintain and operate the boilers
- Open up the facility in the morning and secure the building in the evening
- Perform minor repairs, for example: changing lamps or adjusting doors
- Respond to requests by staff and volunteers for special assistance in their area
- Assist in minor electrical and plumbing repair

MINIMUM REQUIREMENTS

- Experience in facility maintenance and cleaning, knowledge of use and care of custodial equipment
- Ability to work independently and with minimal supervision

- Comfortable working in a fast-paced, ever-changing environment
- Clear and concise communication skills
- Willingness to take direction and complete tasks as assigned
- Strong problem-solving skills, with attention to safety
- Productive and able to complete work in a timely manner and prioritize tasks efficiently
- Ability to use facility automated HVAC equipment
- Ability to work weekends and weeknights
- Experience using garden tools including shovels, rakes, post hole digger
- Comply with church policies and assist in enforcing them when needed
- Pass a background investigation with no felony convictions. No DUI or felony driving convictions, or no more than three current moving violation convictions in order to drive CPC vehicles
- Maintain current and valid Minnesota insurance coverage on your own vehicle, and a valid and current Minnesota driver's license relative to using your own vehicle for job-related transportation

PREFERRED REQUIREMENTS

- Minor repair work experience
- Ability to paint and repair walls

PHYSICAL REQUIREMENTS

- Ability to lift 50lb objects (salt bags, choir risers and platforms)
- Ability to climb ladders up to 40' in height
- Operate and drive church vehicles, operate garden tractor with snowbrush, lawn mower, snow blower

POSITION REPORTING: The Custodian reports to the Director of Building and Grounds

HOURS: This is a part-time (15-20 hours per week), year-round, non-exempt position

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested

For further information, or to submit a resume and cover letter, email or mail to:

employment@cpconline.org

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