

Custodian  
Trinity Lutheran Church  
30 hours/week

Trinity Lutheran Church seeks to provide for people and grow them into a meaningful relationship with Jesus Christ. The custodial staff provides important service to the congregation by ensuring that all our properties are suitable for this growth and ready to serve people in effective and efficient ways.

**Qualifications:**

The custodian must see this position as a ministry to and with the people of God known as Trinity Lutheran Church. Commitment comes from an understanding of God's love for us and God's desire for us to share in the community of believers and spirit of Christ's love. A willingness to grow in faith and in this position as Trinity grows is a requirement.

**Specific experience will include:**

Being able to work well with all staff, volunteers and Property Committee chair to provide a pleasing and suitable physical plant for our ministries.

Trinity provides a friendly environment in which to work, friendly staff and leaders and opportunity to be an integral part of the staff team which work to accomplish the goals set out above.

The custodian will be directly supervised by the head custodian.

**Characteristics:** The custodian must

- Be willing to work with diligence and efficiency
- Meet people well - represent Trinity staff with friendliness
- Be flexibility and able to handle several demands at once
- Be self-starting for there's always something to do
- Be organized

**Duties:** (in addition to the list provided separately)

- General cleaning
- Set-up room
- Snowblowing sidewalks
- Simple maintenance

**Schedule:**

Sunday	7-1	6.0
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Monday	1-9	8.0	(second Mon of the month includes a 1 hour meeting with the Property Committee - usually 6pm)
Tuesday	1-9	8.0	
Thursday	1-9	8.0	

Weddings and other events as scheduled and separately compensated.

**Work Policies:**

Sign-in on time sheet when you arrive

Begin your shift on time and go to work immediately

Consult with head custodian on weekly projects and seek direction from her

A 15-min break should be taken **after** 4 hours of work. Part-time custodian does not take a break necessarily when the full-time custodian is on break.

Lunch breaks are not paid. In your 8 hour shift - you are allowed to separate 15 min breaks.

Other policies as noted in the Trinity Personnel Policy Manual

**Compensation:**

Wage ranges \$7-8/hour with opportunity for a raise at 6 months and annual thereafter. Pay period is two-weeks.

A 10% of wage benefit to be used for either an IRA or contribution toward health insurance policy

Vacation and holiday pay