

# Alleluia! Lutheran Church

## Job Description

**Job Title: Custodial Technician**

**Reports to: Director of Operations**

**Location: Alleluia! Lutheran Church**

**Department: Ministry Support**

**Type of position: Part-Time**

**Hours: 7-10 hours per week - Saturday and Sunday**

**FLSA Classification: Non-Exempt/Timesheet Required**

**General Description:** Reporting to the Director of Operations, the Custodial Technician has the responsibility to maintain the Alleluia! Church building to provide a safe, clean, organized facility and grounds for staff, church members, Little Blessings students and families, renters, and visitors. Is knowledgeable and maintains compliance with all governmental requirements for safety and licensure of the preschool.

### Essential Duties

Alleluia! has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other related duties may be assigned.

- Perform routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of Alleluia!
- Prepares the sanctuary for worship service, if needed.
- Prepares rooms for special events, including set up, vacuuming, cleaning, and take down of chairs and tables
- Represent Alleluia! with attentiveness to renters and church members
- Clean bathrooms as needed.  
Restock bathroom supplies as needed
- If needed, remove snow from all walks that parishioners or Little Blessing participants, staff and guests will be utilizing to attend worship services, preschool, meetings or events. Also, salt sidewalks and entrances as needed whenever ice and snow are present
- Promote positive morale and teamwork within the facility and provides exceptional customer service to the congregation
- Assist in shampooing carpets annually and spot clean as needed
- Complete all required training and professional development sessions
- Demonstrate flexibility to accommodate the schedule of church activities
- Read and sign acknowledgement of policies and procedures as stated in the Alleluia! Staff Handbook

### Cleaning Expectations

#### Saturday & Sunday –

- Empty, reline and sanitize trash containers and wastebaskets as needed
- Restock bathroom supplies as needed
- Clean, set-up, and tear-down meeting/conference rooms, upper and lower gathering areas as needed
- Mop gym floor as needed
- Vacuum hallways and gathering areas as needed
- During the school year and during summer camp, vacuum Rec Room as needed
- Vacuum all inside entry rugs as needed
- Complete all rental set-up as needed
- \*Work on room rotation cleaning
- Ensure all entry doors are locked and secure

## **Spiritual Requirements**

- Demonstrate the mission, vision, values and culture principles of Alleluia! Lutheran Church

## **Communication and Relationship Skills**

- Ability to read and comprehend basic/intermediate instructions given from written and oral sources
- Demonstrated motivated initiative with a “can do” approach for results-orientated outcomes
- Ability to work with a diverse group of individuals and is sensitive to individual differences
- Ability to maintain confidentiality of information regarding students, employees and others
- Ability to establish a supportive and compassionate relationship with staff
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work
- Ability to work as a member of a team
- Ability to report work orally or in writing to supervisor as required
- Ability to carry out instructions furnished in written or oral form
- Ability to read, write speak and comprehend English fluently

## **Reasoning Ability**

- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency
- Ability to work independently and know when to seek guidance from leadership
- Ability to work under pressure and meet deadlines
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal
- Ability to maintain composure in stressful situations and adapt in response to changing conditions
- Ability to work independently, stay on task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner

## **Physical Requirements**

- Ability to stand long hours
- Ability to bend, stoop, walk, reach overhead, push/pull, squat, twist and turn
- Ability to squat, crawl and climb
- Ability to push, pull, lift or carry up to 50 lbs.
- Ability to work in various work conditions including outside, inside high elevations, and slippery surfaces
- Ability to use hands and fingers to handle objects, tools or controls

## **Employment at Will**

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.