

Position: Custodian

Accountable to: Principal

Primary Duties and Responsibilities

- Respond to repair requests quickly and with a professional manner
- Maintain a library of user manuals for equipment, office furniture and fixtures that can be referred to when needed
- Maintain asbestos book, MSDS and ensure regulatory compliance for fire extinguishers, emergency lights and other applicable items
- Safely operate job related equipment
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs
- Cut lawn, trim bushes, rake leaves, clean eaves and other outside duties to maintain property
- Use and maintain assigned power equipment, lawn movers, snow blowers and hand tools; buffers, scrubbers, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, windows, carpets, furniture etc.
- Follow instructions regarding the use of chemicals and supplies
- Use cleaning supplies and equipment to keep the interior of the office building looking clean and professional
- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers
- Maintain vents and heat tape on facility roof
- Minor preventative maintenance of boiler, univents, exhaust fans, sump pumps and other mechanical equipment
- Assist with the setup of facilities for meetings, conferences, sporting events etc...
- Perform duties as required

Experience and skill requirements

- Associates degree in a technical area is preferred or equivalent experience
- A member of St. Paul Lutheran Church
- High degree of professionalism
- Reliable and able to work some weekends
- Ability to work proficiently in a diverse, multi-cultural setting
- Effective oral communication and interpersonal skills
- Proven inventory control skills
- Ability to lift objects up to 50 pounds