



*Christ the King  
Lutheran Church*

[www.ckbozeman.org](http://www.ckbozeman.org)

**Mission:**

*We are a Christian  
community practicing  
discipleship as we worship,  
learn and serve.*

**Core Values:**

As a community of Christian  
faith, we are defined by:

diversity  
generosity  
grace  
invitation  
relationship  
respect  
transformation

We strive to BE  
disciples of Jesus  
who MAKE  
disciples of Jesus.



## JOB OPENING - CUSTODIAN

### Christ the King Lutheran Church

4383 Durston Road, Bozeman, MT 59718

406-587-4131 [www.ckbozeman.org](http://www.ckbozeman.org)

The purpose of the Custodial Position is to maintain the interior and exterior appearance of CtK's facilities. The person holding this position will be responsible for cleaning all office space, sanctuary, classrooms, bathrooms, social hall and kitchen as directed. This person will be supervised by the Lead Pastor and/or his/her designee, and will work an average of 20 hours per week.

**General Task:** To maintain the cleanliness and appearance of the building.

**Duties and Responsibilities:**

- Clean and maintain building facilities.
- Perform necessary room set-up/take-down for scheduled meetings/events.
- Sweep, mop, scrub and vacuum all floors, using cleaning solutions, tools and equipment provided.
- Clean or polish walls, ceilings, windows and building fixtures as needed.
- Dust furniture, walls and other equipment as needed.
- Gather and empty all trash and recycling receptacles. Move trash to outside garbage container, recycling to outside recycling bin.
- Cleans and sanitizes all restrooms.
- Notifies the Lead Pastor or his/her designee about the need for supplies and need for major repairs.
- Assists in building security, locking and unlocking.
- Assists with office equipment moves and meeting set-ups/take-downs as needed.
- Ability and mechanical understanding of the following machines, tools and other special equipment used to perform job duties: Hand and small power tools, ladder, vacuum, cleaning and polishing chemicals. Knowledge of HAZ-MAT regulations is preferred.
- May be required to lift and move items over 50 pounds.
- Must be able to climb stairs and ladders, reach above shoulder height, reach below waist height, push/pull over 50 pounds.

**Qualifications**

- High school diploma or GED, prior custodian service is preferable.
- Able to work well with all staff, members and volunteers.
- An attitude of flexibility and adaptability.
- Excellent skills at organizing time and working within scheduled facility use.
- Must have basic knowledge of cleaning methods and products.

**Terms of Employment**

Compensation shall be on the basis of \$12 per hour (15-20 hours per week) and will be reviewed annually.

**Accountability**

The custodian is accountable to the Lead Pastor and to his/her designee, and the Congregation Council.

**Contact**

Persons interested in this position should contact the church office, or visit the church website for an application at 587-4131, [www.ckbozeman.org](http://www.ckbozeman.org).