

CALVARY LUTHERAN CHURCH

ELCA

5311 Sheridan Lake Road

Rapid City, SD 57702

www.calvaryrapidcity.org

605-342-9043

POSITION DESCRIPTION

Effective Date: 5/19/21

Revision Date:

POSITION TITLE: Custodian

POSITION IDENTIFICATION: Full Time

Classification:

_____ Regular Full-Time: *Scheduled to work an average of 40 hours/week*

Supervises: Direct Reports Indirect Reports

Positions which report through other positions

Status: _____ Exempt _____ Non-Exempt _____ N/A

PRIMARY FUNCTION:

- **To embrace and help members live into the guiding statement:**
 - **Values**
 - **Servant Leadership**
 - **Joyful Generosity**
 - **Intentional relationships**
 - **Mission**
 - **Welcome and inspire ALL with grace, courage, and love.**
 - **Vision**
 - **To be a connected and caring faith community.**
 - **Tag Line**
 - **Reach up, Reach in, Reach out.**

REPORTING RELATIONSHIP:

- **Pastors- (Direct report Pastor David)**

- **Executive Council**

ESSENTIAL JOB FUNCTIONS:

- **General cleaning after Worship Services.**
- **General cleaning after church events during the week.**
- **Coordinate the ordering cleaning supplies.**
- **Coordinate the maintenance of the building.**
- **Ordering and Maintaining custodial maintenance equipment.**
- **Coordinate the keeping of the grounds (grass mowing, sprinkler system, snow removal, etc.)**
- **General Maintenance (ex. Changing filters on AC and Heating System etc.)**
- **Prepare and manage a budget for custodial and maintenance needs.**
- **Quarterly Church walk through to assess property and grounds needs.**
- **Physical Requirements**
 - **Must be able to lift and carry objects up to 50 pounds on occasion, up to 10 times in a row.**

WORKING RELATIONSHIPS:

- **Congregation**
- **Church Council**
- **Pastors and Church Staff**
- **Property and Grounds Committee**

QUALIFICATIONS:

- **High school diploma or general education degree (GED) required.**
- **Previous custodial and grounds experience preferred.**
- **Ability to understand and follow verbal and written instructions.**

EXPERIENCE:

- **Previous custodial and grounds experience preferred.**

SKILLS/ABILITY/OTHER CHARACTERISTICS.

- **Servant**
- **Strives for excellence**
- **Genuine**
- **Christian Character**

- Dependable

CALL:

- ***Matthew 28.18-20:*** And Jesus came and said to them, ‘All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.
- ***Affirmation of Baptism*** (Evangelical Lutheran Worship Hymnal) To live in the covenant God made with you in holy baptism:
 - To live among God’s faithful people,
 - To hear the word of God and share in the Lord’s Supper,
 - To proclaim the good news of God in Christ through word and deed,
 - To serve all people, following the example of Jesus,
 - To strive for justice and peace in all the earth.

SPECIAL REQUIREMENTS:

- **A servant leader.**

The information contained in this position description describes the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. The incumbent is responsible for performing all duties in a safe and efficient manner in compliance with safe work procedures and safety regulations. This job description is not intended to constitute an offer or contract of employment. Job descriptions may and do change periodically.