

**Our Saviour's Lutheran Church (OSLC)
Fort Collins, Colorado**

POSITION TITLE: Lead Custodian and Custodian

PURPOSE: The purpose of the position is to ensure OSLC facilities are clean and well-maintained, and that the facilities provide a welcoming environment for all church activities including worship, fellowship, community and special events. Church and community activities happen at OSLC throughout the week thus requiring regular custodial care. The Lead Custodian has oversight responsibility and leads other custodial staff in performing custodial efforts.

SCOPE OF WORK:

The Lead Custodian will:

1. Develop a detailed cleaning schedule (the current schedule is attached) which is workable for the Custodian and Lead Custodian, and simultaneously meets the appearance and cleanliness needs of OSLC.
2. Coordinate with the office administrator regarding the building use schedule, making accommodations for the various usages.
3. Manage storage and care of cleaning equipment and supplies. Ensure that any space used for custodial materials is maintained in a safe, organized, and uncluttered condition.
4. Direct the efforts of custodial staff.

The Lead Custodian and Custodian will:

5. Perform cleaning and building maintenance functions, including but not restricted to the following. Special attention should be given to general cleaning requirements before and after church activities and special events:
 - a. Vacuuming of all carpeted floors per schedule and as appropriate.
 - b. Wet mop all hard surface floors per schedule and as appropriate.
 - c. Clean, service, and sanitize all bathrooms or drinking fountains per schedule and as needed.
 - d. Ensure all trash, waste, compost and recycling containers are emptied per schedule on a regular basis.
 - e. Dust/vacuum pews, upholstery, and other church areas as appropriate.
 - f. Clean kitchen by wiping down counter tops and microwaves and scouring the sinks as needed. Occasionally do a deep cleaning of ovens, refrigerator, stove tops, cabinet faces, etc.
 - g. Dust office area and straighten as appropriate.
 - h. Remove cobwebs from main level ceilings and furnishings.
 - i. Clean windows (interior on main level), glass doors (both sides), partitions per schedule and as appropriate.
 - j. Ensure chairs and furniture are stored and/or placed appropriately for regular activities or special events as needed.
 - k. Change furnace filters as needed and ensure annual furnace and air conditioner inspections are completed.

- l. Complete general maintenance tasks including replacing light bulbs, check fire extinguishers and smoke detectors, reset clocks when necessary, change batteries as needed, and report any problems to the Property Committee.
- m. Any other duties as assigned.

PHYSICAL REQUIREMENTS:

1. The custodian must be physically fit such that he/she has the ability to:
 - a. Lift/carry up to 25 pounds frequently, up to 98 pounds occasionally, up to 105 pounds rarely. The custodian should request assistance on heavier lifting.
 - b. Sit rarely
 - c. Stand occasionally
 - d. Walk frequently to continuously
 - e. Bend occasionally to frequently
 - f. Squat occasionally
 - g. Kneel occasionally
 - h. Climb occasionally (stairs and ladders)
 - i. Work overhead occasionally
 - j. Work at shoulder level occasionally to frequently
 - k. Hand grasp frequently to continuously
 - l. Work infrequently at unprotected heights
2. The custodian will experience exposure to chemicals (cleaning solutions) frequently and must take precautions for his/her own safety if warranted.

COMPENSATION TERMS:

1. **Regular Duties:** The Custodian is paid hourly. The expected Total Custodial Time commitment required is 15 hours per week, excluding Special Events. The Total Custodial time includes the hours performed through this position as well as the Lead Custodian position. The Lead Custodian and Custodian shall coordinate their work schedules within the 15 hours per week parameter as much as possible.
2. **Additional Hours:** In unusual circumstances or Acts of God, additional hours may be required to appropriately maintain church facilities. The additional hours should be approved in advance by the Office Administrator.
3. **Special Events:** Special Events are defined as weddings, funerals and other events outside the normal church calendar that may require additional hours. Special Events may be paid at an hourly rate greater than the normal rate.

ACCOUNTABILITY:

1. The Custodian reports to the Lead Custodian.
2. The Lead Custodian reports to the Office Administrator and Property Committee, and may interact regularly with the pastors and/or Personnel Committee Liaison regarding issues relating to the position as needed.
3. Performance evaluations will be provided regularly.