



Custodian, Part Time

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The custodian provides a clean, functional, and secure building and grounds area for ministry use and is attentive and helpful to all who enter the building.

PRIMARY RESPONSIBILITIES

- Assist in keeping building and premises neat, clean, and safe at all times
- Set up/take down rooms, remove trash, and leave area neat and clean
- Clean facility premises, such as: removing trash, vacuuming, and scrubbing sinks
- Refill and make minor repairs and adjustments on dispensing machines
- Safely operate all types of power floor machines, scrubbers, wet and dry vacuums, and carpet maintenance machines
- Comply with local laws for storage and disposal of trash, recycling, other waste, and flammable liquids
- In summer months, perform a more thorough cleaning, including furniture, walls, fixtures, windows, and mechanical units
- Keep building and grounds in good repair; report all major and minor repairs to the Director of Building and Grounds
- Ensure that all exit doors are in good working order
- Watch for and report any unsafe situations to the Director of Building and Grounds

OTHER DUTIES

- Help regulate heat and electricity: close windows and doors, turn off unneeded lights and appliances, and check for proper temperatures on thermostats
- Assist in changing mechanical filters
- Maintain and operate the boilers
- Open up the facility in the morning and secure the building in the evening
- Perform minor repairs, for example: changing lamps or adjusting doors
- Respond to requests by staff and volunteers for special assistance in their area
- Assist in minor electrical and plumbing repair
- Comply with church policies and assist in enforcing them when needed

MINIMUM REQUIREMENTS

- Experience in facility maintenance and cleaning
- Knowledge of use and care of custodial equipment
- Ability to work independently and with minimal supervision

- Comfortable working in a fast-paced, ever-changing environment
- Clear and concise communication skills
- Willingness to take direction and complete tasks as assigned
- Strong problem-solving skills, with attention to safety
- Productive and able to complete work in a timely manner and prioritize tasks efficiently
- Ability to use facility automated HVAC equipment
- Ability to work weekends and weeknights
- Experience using garden tools including shovels, rakes, and post hole digger
- Pass a background investigation with no felony convictions. No DUI or felony driving convictions, or no more than three current moving violation convictions in order to drive CPC vehicles
- Maintain current and valid Minnesota insurance coverage on your own vehicle, and a valid and current Minnesota driver's license relative to using your own vehicle for job-related transportation

PREFERRED REQUIREMENTS

- Minor repair work experience
- Ability to paint and repair walls

PHYSICAL REQUIREMENTS

- Ability to lift 50lb objects (salt bags, choir risers and platforms)
- Ability to climb ladders up to 40' in height
- Operate and drive church vehicles, operate garden tractor with snowbrush, lawn mower, snow blower

POSITION REPORTING: The Custodian reports to the Director of Building and Grounds

HOURS: This is a part-time (15-20 hours per week), year-round, non-exempt position with potential for evening and weekend hours.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested

For further information, or to submit a resume and cover letter, email or mail to:

employment@cpcedina.org

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