**ASCENSION LUTHERAN CHURCH JOB DESCRIPTION**

**Gathering Area/Fellowship Hall Area/Sunday School Area**

**Job Description**

Serve as one of two custodians for the church premises, with the primary responsibility of the Gathering Area/Fellowship Hall Area/Sunday School Area.Average between 6 and 10 hours per week, with more hours as required. Available to work Monday mornings, which include a staff meeting at noon, and on Thursday. Some flexibility offered when appropriate, but these hours enable the two custodians to perform necessary jobs that require two people. Some weekend and evening hours will be necessary with special events or religious holidays. Serves as a representative of the church while at work. Must dress appropriately.

**Qualifications**

Physical Qualifications

Able to lift at least thirty pounds (chairs, tables)

Able to be on your feet for a long period of time

General Qualifications

Demonstrates values consistent with Ascension Lutheran Church

Trustworthy and honest

Conscientious

Self-starter

Ability to work independently

Ability to work with others and get along with a variety of people

**Janitorial Duties**

Includes dusting, mopping, cleaning windows, vacuuming, carpet cleaning, cleaning of bathrooms, emptying trash, kitchen cleaning, minor organization, and other duties as deemed necessary. Report necessary repairs to secretary or trustees. Share stocking of equipment responsibility with other custodian. Check master calendar on a weekly basis. Specific checklist of duties will be provided. Will require some evening and weekend hours following specific events, weddings, funerals, and/or special worship services. Cover for other custodian when absent.

**Additional Requirements**

-National background check

-Two written references

**Review**

Upon hiring, there is a 90-day probationary period (which includes a 30-day/60-day review) for both church and custodian to determine compatibility.