

## **CUSTODIAN - 8 HOURS/WEEK, MORNINGS**

### **CPC Vision**

At CPC we want to be a people and a church open to how the Gospel moves.

### **Overview**

The Custodian will warmly welcome people into the church and provide a clean, functional, and safe building and grounds area for ministry use. This person will be successful when they are attentive and responsive to people using the building, completing room set ups and general cleaning tasks in a timely manner, and performing maintenance responsibilities that helps the building stay in good operating condition.

### **Primary Responsibilities**

- Open up & secure facility in the morning
- Ensure that rooms are ready for upcoming groups meeting
- Assist in keeping building and premises neat, clean, and safe at all times
- Set up and take down rooms, remove trash, and leave area neat and clean
- Respond and be on call to people using spaces regarding set-up needs while their group is meeting
- Tasks to maintain clean facility premises, such as: removing trash, vacuuming, scrubbing sinks, doing laundry, etc.
- Comply with local laws for storage and disposal of trash, recycling, other waste, and flammable liquids
- Approach and greet people who might need additional assistance finding a specific space or person
- Keep building and grounds in good order; 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**

- Respond to requests by staff and volunteers for special assistance in their areas
- Help regulate heat and electricity usage in building
- Comply with church policies and assist in enforcing them when needed
- Check in regularly with Director of Building & Grounds

### **Minimum Requirements**

- Availability to work mornings
- Self-starter with the ability to work independently
- Willingness to take direction and complete tasks as assigned in a timely, productive, and effective manner
- Experience in facility maintenance and cleaning
- Knowledge of how to properly use and care for custodial equipment
- Comfortable working in a fast-paced, ever-changing environment
- Strong problem-solving skills, with attention to safety and detail



- Relational skills to engage with teammates as well as CPC staff and attenders
- Work and communicate well with staff, congregation, volunteers, visitors, and vendor
- 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**

- Experience using a digital room reservation platform like Planning Center Online (PCO)

### **Physical Requirements**

- Ability to lift 25-lb objects (chairs, tables, etc.)
- Ability to lift 50-lb objects (salt bags, choir risers, platforms, etc.)
- Operate and drive church vehicles, operate garden tractor with snowbrush, lawn mower, snow blower

**Position Reporting:** Custodian reports to the Director of Building & Grounds

**Hours:** This is a part-time (8 hours/week), year-round, hourly, and non-exempt position. The work week is Mondays-Wednesdays (6:30am-8:30am) with an additional flexible 2 hours/week.

**Benefits & Compensation:** This position is eligible for paid time off, 403b retirement plan, tele-health & tele-counseling service. The pay range is \$16.00-\$22.00 per hour. Pay is determined based on a number of factors such as the individual's experience, skillset, education, and role requirements.

**Application Details:** To apply for the position, please contact us via email at [employment@cpcedina.org](mailto:employment@cpcedina.org). Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

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