

CUSTODIAN - 40 HOURS/WEEK, DAYTIME

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

- 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.
- 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
- Approach and greet people who might need additional assistance finding a specific space or person
- 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

- Secure building in the evening and open up facility in the morning (according to scheduled working hours)
- Perform minor repairs (for example: change lightbulbs, touch up paint, or adjust doors)
- Assist in minor electrical and plumbing repairs
- Assist in changing mechanical filters
- Maintain and operate the building boilers
- 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
- Attend team meetings and regular check-ins with Director of Building & Grounds

Minimum Requirements

- Ability to work days, Monday - Friday
- 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
- Experience using garden tools including shovels, rakes, and post hole digger
- Ability to use facility automated HVAC 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

- Minor electrical and plumbing repair work experience
- Ability to paint and repair walls
- Experience using a digital room reservation platform like Planning Center Online (PCO)

Physical Requirements

- Ability to lift 50-lb 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: Custodian reports to the Director of Building & Grounds

Hours: This is a full-time (40 hours/week), year-round, hourly, and non-exempt position. The work week is Mondays-Fridays, daily hours of 8:00am-4:00pm, with Saturdays & Sundays off.

Benefits & Compensation: This position is eligible for Medical, Telemedicine, HSA, FSA, Dental, Vision, Life/AD&D, STD, LTD, voluntary Life AD&D, and 403(b) retirement plan with employer contributions. The pay range is \$18.00-\$24.00 per hour, depending on number of factors such as experience, skillset, education, and role requirements.

Application Details: To apply for the position, please contact us via email at 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.