

Custodian/Set Up–West Campus

Position Description

Triumph Lutheran Brethren Church

Moorhead, MN • West Fargo, ND

PRINCIPAL FUNCTION:

Triumph Lutheran Brethren Church is seeking an individual to provide custodial and set up services for our West Campus location. Critical to success in this position is the candidate's ability to anticipate and meet the needs of the staff from a facilities and support standpoint. A successful candidate will be detail oriented, organized, a self-starter, self-motivated and able to multi-task. The Custodian/Set Up—West Campus reports to the Operations Coordinator-West Campus. This position is part-time, consisting of approximately 15-25 hours per week.

SPECIFIC CLEANING RESPONSIBILITIES:

Entire Building

- Empty all garbage cans twice weekly. Keep can liners in all trash containers.
- Vacuum carpeted areas twice weekly, and as needed.
- Dust/sanitize countertops and desk areas weekly.
- Clean windows and dust window sills regularly.
- Clean front foyer doors weekly and as needed.
- Sweep/dust all store rooms weekly.
- Keep all areas straightened.
- Report any areas that need repair.
- Keep an inventory of cleaning supplies and notify the office what needs to be ordered, stocking supplies when received.
- Make sure water is poured down the floor drains regularly.
- Sanitize baby changing stations (nursery & bathrooms)
- Building should be checked Saturday before Sunday services to confirm all areas are cleaned, stocked and straightened. This would also be necessary before any special event.
- Secure the building when leaving.

Multi-purpose Room

- Clean multi-purpose floor with scrubber twice a week or as needed.
- Sweep/dust multi-purpose floor on days it is not scrubbed.

Kitchen

- Scrub the kitchen floors weekly and as needed.
- Keep towel and soap dispensers stocked.
- Wipe down counters.

Bathrooms

- Scrub bathroom floors weekly and as needed.
- Keep stools clean on all surfaces.
- Keep toilet paper, soap dispensers, and towel dispensers stocked.
- Clean the mirrors.

Little Lights Rooms/Bathroom

- To be determined

SPECIFIC SET UP RESPONSIBILITIES:

Multi-purpose Room

- Set up for Sunday Worship Service
- Possible tear down after Sunday Worship Service
- Set up for Wednesday Evening Worship and Hungry Hearts

Children's Ministry

- Preparing All Classrooms for Kingdom Kids Sundays
- Preparing All Classrooms for Kingdom Kids Wednesdays
- Set up classrooms for Little Lights Preschool

Adult Sunday School/Bible Studies

- Set up Classroom A, B, C and Grace Place for Adult Sunday School/Bible Studies (Sundays & Tuesdays)

Other Set up

- Weddings/funerals/VBS and other Children Ministry events/Youth Events as needed

Other Duties: Other tasks may be needed that are not listed in this job description which would be assigned by the Operations Coordinator-West Campus.

PROFESSIONAL QUALIFICATIONS:

- ***Education:*** Completion of high school education.
- ***Experience:*** One year of responsible custodial experience.
- ***Physical Demands:*** Ability to operate custodial equipment and to extend hands and arms in any direction. This position requires much time (up to 90%) spent in the upright position, some walking, bending knees and use of back, lifting objects of no more than eighty (80) pounds, repetitive movements of hands, wrists, and arms up to 75% of the time. Rarely is any form of adverse movement required. Ability to express or exchange ideas accurately by means of the spoken word.

OTHER REQUIREMENTS:

- The Custodian/Set Up individual must profess to have a personal relationship with Jesus Christ as Lord and Savior. This person must be willing to work in harmony with Triumph's Statement of Faith and Statement of Purpose.
- It would be preferred, but not required, that this individual attends Triumph West Campus.
- This position requires a love for people of all ages and life circumstances. This love will be reflected in how people are treated in all encounters. Personal relational gifts and abilities should include approachability, active listening, compassion, wisdom, discernment, and encouragement. A level of personal wholeness, reflecting a genuine experience of living in the grace of God, so that ministry to hurting individuals does not pose a danger to either the care giver or care receiver.
- This position requires a commitment to confidentiality, respecting the privacy of those who are involved in Triumph's ministries. Information acquired in the church must stay in the church.
- Because time pressures and relational misunderstandings will occur while performing the duties required in this position, emotional stability will be necessary to cope with a reasonable level of stress.

Supplies are purchased and can be picked up at Steins in Moorhead.

Suggested Schedule:

Monday-Full clean

Wednesday-Check building and touch up if needed for Wednesday evening events

Thursday-Part/full clean (typically not as long as Mondays)

Friday/Saturday-clean as needed, depending on weekend activities

If extra time is available-

- work on gym floor

- Clean outside/inside windows

- Organize custodial closets/storage rooms

- Clean Baseboards

- Clean doors, above doors, & walls

- Clean garbage cans

- Clean windows above doors in foyer area & high windows in garage door

Funerals-Check (clean as needed) building before and after

Weddings-Check (clean as needed) before/after rehearsal and after wedding

High-Volume Times:

- VBS

- Beach Bash

- Christmas/Spring Programs

- Craft Fair

- Weddings/Funerals