



Custodian

Prince of Peace Lutheran Church

Job Description

Reports to: Senior Pastor

Status: Part Time, hourly, averaging 20 hours/week at \$17.00/hour

Effective: 6/30/2026

Job Summary: Maintain clean and functional church facilities so that Prince of Peace Lutheran Church's space is safe and welcoming for everyone who uses it.

Essential Functions

- Maintain a clean facility and property.
- Adhere to preventative maintenance/custodial schedule.
- Identify and communicate time-sensitive needs when applicable.
- Work collaboratively with supervisor and Property Committee on on-going needs.
- Set up specific rooms for regular church functions as well as for special events as needed.
- Manage routine building maintenance and minor repairs.
- Coordinate outside contractors when needed to make approved repairs or complete inspections.
- Work collaboratively with the Engagement Coordinator and Property Committee to determine and communicate volunteer and scheduling needs including for fall and spring clean-up, snow shoveling of walks for weekends during winter months and mowing during summer months.
- Communicate with others who identify needs or issues or make requests for repairs or cleaning. Demonstrate discernment regarding when to engage Property Committee members, supervisor, senior pastor, or others.

Other Responsibilities

- Participate in weekly staff meetings.
- Participate in annual long-term planning meeting.
- Assist with property and custodial budget preparation as requested. Operate within the budget pertinent to this position.
- Other duties as assigned.

Minimum Qualifications

- Custodial skills required. Basic maintenance skills strongly preferred.
- Ability to prioritize tasks and reorganize daily tasks as needed.
- Ability to work independently
- Flexibility in schedule. This role requires weekend and some evening work.
- Use of professional etiquette in all interactions
- Ability to work effectively with others including staff, volunteers, congregation and committee members, guests
- Ability to utilize email and use of texting

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to handle and feel; reach with hands and arms; and to communicate. The employee frequently is required to walk, stoop or kneel. The employee is mainly standing and walking. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.
- Ability to climb and operate standard folding ladders.
- Ability to safely perform the tasks outlined on a separate task list.
- Ability to move freely around the building, inside and out.

Core Competencies:

- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Attention to Detail:** Is able to focus on the task at hand attending to the smallest details. Understands the goals of the Organization and manages a wide variety of priorities accordingly. Keeps larger picture in mind while attending to the smallest of details.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation toward cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Integrity and Trust:** Practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability. Follows through with commitments.
- **Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts constructive feedback. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Diversity:** Shows respect and sensitivity for cultural differences.
- **Ethics:** Treats people with dignity and respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

If interested, please send cover letter and resume to secretary@popportage.org.

Prince of Peace Lutheran Church is an Equal Opportunity Employer