

Location:

Christ Lutheran Church "CLC", Lake Elmo, MN

Date Available:

ASAP

CUSTODIAN (Part-Time)

Hours: 15 hrs / week, flexible

Pay: \$14/hr

POSITION SUMMARY:

This position is responsible for performing custodial functions at CLC

PRIMARY JOB FUNCTIONS:

- Perform regular custodial duties such as mopping, sweeping, dumping trash, cleaning glass, vacuuming, and changing light bulbs
- Report maintenance and other needs to the Administrative Assistant
- Lock and un-lock doors in building according to scheduled activities
- Set-up and clean-up for special events
- Perform exterior cleaning duties such as sweeping sidewalks and picking up trash
- Move furniture and equipment as needed
- Respond to the needs of building occupants and users
- Provide excellent customer service to building staff and visitors
- Other duties as assigned

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):**Required:**

- High school diploma or equivalent.
- Able to operate equipment associated with custodial operations
- Able to follow oral and written directions
- Demonstrated ability to communicate effectively
- Ability to lift up to 75 pounds
- Prompt, regular and reliable attendance

Desired:

- Previous custodial experience