

*Position description:* **Custodian**

Our Savior's Lutheran Church (OSL), Sioux Falls, SD

Employee Category II, Full-time Support Staff, Non-exempt

*Primary function:* This position provides a variety of custodial duties in support of Our Saviors Lutheran Church and, in concert with the facility manager, is responsible for the general operation of the physical plant and upkeep of the church building and its premises.

*Source of Supervision:* Facility Manager

*Direction of other staff:* None

*Required skills and competencies:*

- Basic proficiency in oral and written communication, organization, and planning
- Ability and commitment to work collegially with staff and volunteers in a large church setting
- Understanding of and commitment to maintaining confidentiality
- Self-motivated and willing to serve
- Ability to execute projects systematically
- Good craftsmanship
- Working knowledge of Word, Outlook, and internet usage
- Ability to safely lift 50 lbs.
- High School Diploma (required) with experience in maintenance of buildings (preferred)
- Minimum of 3 years' experience in similar position

*Work performed by this person:*

- In cooperation with the facility manager is responsible for:
  - the operation of the climate control system within the buildings
  - set up functions for church programs, outside groups, and activities
  - clean up functions for church programs, outside groups, and activities
  - making arrangements for special cleaning with outside services
  - coordinating opening and closing of facility with Augustana Security
  - special care of church building and grounds, including but not limited to snow and ice removal, lawn maintenance, healing garden, and general building repairs
  - serving as the secondary emergency and fire contact
- Assists with parking and storage of church vehicles
- Demonstrates a welcoming presence for visitors and members
- Patrols facilities regularly, assisting staff and members as needed, pick-up and clean-up as needed, and checking areas that are off-limit
- Performs other duties as assigned
- Assists the Facility Manager as requested and as hours allow