



# Part-Time Custodian

## Job Description

Job Summary: Cross of Glory Lutheran Church in Brooklyn Center is a mid-sized congregation with a fairly large physical plant. In addition to our own programming, our building serves as a community hub for a diverse variety of other congregations and organizations. While this position will report directly to the Lead Pastor of Cross of Glory, any candidate for this position should be comfortable in a multicultural environment and regard themselves as an ambassador from the congregation to the community.

### Qualifications

1. High school education or equivalent and the ability to read and write with proficiency.
2. Demonstrated ability to work effectively, positively and cooperatively as a member of a staff.
3. Demonstrated ability to interact enthusiastically, graciously, and responsibly with people of all ages and cultures.
4. Ability to receive instructions and carry them out efficiently.
5. Physical strength and health appropriate to a position of this kind.
6. Neat appearance and high moral standards.

### Essential Responsibilities

1. Maintain buildings and premises including general cleaning, garbage removal, floors and carpets, bathrooms, kitchen, seasonal or other periodic cleaning.
2. Limited set-up responsibilities as needed (most groups do their own).
3. Ensure that the furnace and heating system as well as other mechanical systems are in good repair. Provide information to Lead Pastor and/or Buildings and Grounds team regarding necessary repair or service.
4. Maintain church property as needed. Make minor repairs, updates and conduct preventative maintenance. Arrange with Pastor or Building and Grounds team for major repairs or preventative maintenance beyond what we can do internally.
5. Work with Pastor, staff and volunteers to develop a basic cleaning schedule and checklist for the building.
6. Perform other functions as required.
7. Negotiable: If desired, seasonal snow and ice removal on sidewalks and mowing of grounds. Other basic care of grounds as needed or time permits. If candidate is uninterested or not qualified to do this work, it may be possible to reduce the total hours and have another person manage the grounds.

### Working conditions:

The Custodian position is an hourly, non-benefited position of approximately twenty (20) hours per week (inclusive of the grounds work, less if that is separate). The hourly rate is negotiable based on qualifications and

experience. A time card will be turned in to the Office Administrator as required. A regular, daily, daytime schedule would be preferred though some flexibility is certainly possible.

**Accountability and Supervision**

The Custodian will be accountable to the congregation and its mission under the supervision and direction of the Lead Pastor.

**Interested candidates should submit an email or letter of interest along with a resume to the following address by Wednesday, September 23 at 5:00 pm:**

Pastor Doug Mork  
Cross of Glory Lutheran Church  
5929 Brooklyn Blvd  
Brooklyn Center, MN 55429  
763-533-8602  
dmork@crossofglory.us