

## **Lord of the Lakes Church, Buildings & Grounds Maintenance Staff Job Description**

### **General Description:**

Perform a variety of custodial tasks and duties indicative of cleaning and maintaining the church buildings to a high standard. Be responsible for regular interior and exterior maintenance as needed. In addition to other assigned duties: special setups, snow & ice removal, minor maintenance, moving furniture, window washing and outside pick up as needed.

### Duties:

1. Provide a high level of service and satisfaction by responding promptly to Building & Grounds Team requests or complaints.
2. Work with the Buildings & Grounds Team to define, organize, and complete jobs that are scheduled on a monthly, quarterly, or yearly cycle.
3. Cleaning:
  - a. Clean and maintain all hard surface floors and carpeted surfaces on a scheduled basis, above and beyond weekly cleaning:
  - b. Hard surface floors - strip, seal, wax, buff, dust mop, sweep, wet mop and or auto scrub hard floors to standards by following accepted industry standards and procedures.
  - c. Carpeted & upholstered surfaces - vacuum, spot clean, extract (shampoo) carpeted surfaces as well as upholstered surfaces to standards by following accepted industry standards and procedures.
  - d. Clean assigned areas, move furniture as needed and directed.
  - e. Clean windows inside and outside of buildings.
  - f. Outside pick up of trash etc as needed or directed.
4. Make minor repairs: fastenings, replacement of light bulbs, or other duties as needed. Fill out journal in a timely basis with work performed and required.
  - a. Recommend to Buildings & Grounds supervisor(s) when outside vendors should be contacted for repairs.
  - b. Be responsible for tracking expenses as they are incurred. Without prior authorization expenses must stay within the defined limit.
5. Assist with special projects on an as-needed basis.
6. Must be able to read and follow all directions, safety instructions on chemicals, and on equipment. Must use proper PPE (Personal Protective Equipment) when handling and using chemicals, equipment and when changing light bulbs overhead.
7. Operate all equipment in a safe manner following equipment manual instructions/directions. All equipment must be maintained and kept clean, report needed repairs to equipment promptly.
8. Mechanical:
  - a. Change filters on heating and air conditioning units
  - b. Maintain salt levels in the water softener and order more as needed
  - c. Maintain interior and exterior light bulbs and order more as needed
  - d. Monitor and change the timing of the exterior lights as power surges or seasonal changes require.

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9. Exterior, seasonal
  - a. Snow season: be responsible for keeping walkways clear of ice and snow. Keep the garbage enclosure doorways clear for waste removal purposes.
10. Other duties as assigned.

### Performance Reviews

Reviews will be done the first year at 3 months, 6, and 12 months, then on an annual basis.

### Definition of Employment:

- Lord of the Lakes Church will provide a yearly IRS form 1099.
- The employee will be responsible for their own withholding.

### **Requirements**

#### Knowledge & Skills Required:

1. Must be able to do continuous bending, stooping, and twisting, carrying items, reaching, pushing, pulling, climbing stairs, walking & standing for long periods of time.
2. Must be able to climb a 12 ft. step ladder.
3. Must be able to lift 50 lbs.
4. Previous custodial/janitorial or handyman experience preferred.
5. Ability to use equipment: i.e. auto scrubbers, buffers, extractors, small hand tools, vacuums, washers, dryers etc.
6. Must be able to read and follow instructions, directions, and safety procedures.

#### Employment Requirements:

1. Must have successful completion of criminal record check, driving record check and reference checks.
2. Must have valid Wisconsin Drivers License
3. Must have minimum of a high school diploma or equivalent.
4. Must have the ability to work alone and in a team environment.