

**CHARITY LUTHERAN CHURCH
JOB DESCRIPTION**

Job Title: Facility and Grounds Maintenance
Reports To: Executive Director of Ministries
FLSA Status: Full-time non-exempt
Date: October 15, 2021

“And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.”
Hebrews 10:24-25

SUMMARY

Create the environment for congregational fellowship and worship at Charity Lutheran Church through the stewardship and maintenance of the property God has provided. Support Charity’s calling as a Lutheran congregation, affiliated with Lutheran Congregations in Mission for Christ (LCMC). Accept Jesus Christ as personal Lord and Savior and the Bible as the inspired Word of God.

Hours are up to 40 hours per week working onsite at Charity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides for care and maintenance of the buildings, property, and equipment
- Care and maintenance of equipment includes heating and air systems, fire systems, vehicles such as bus, vans, mowers, snow removal equipment, and any other equipment
- Building and property maintenance includes light building repairs, snow removal and yard care
- Provides for event set-up, ensuring that rooms are adequately prepared for regular church activities, and for the smooth operation of the facility before, during and after events
- Performs cleaning and janitorial duties before and after events
- Keeps maintenance supplies stocked and well-organized. Keeps church supplies stocked and organized, such as altar, kitchen, cleaning and fellowship
- Responsible for unlocking and locking the facility daily
- Be available during regular church activities on Sunday mornings and Wednesday evenings
- Organize and work with volunteer groups in the care and maintenance of the facility and grounds
- Make recommendations and assist in implementing efficient facility maintenance and organizational plans
- Attend weekly staff meetings
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A heart and desire to effectively oversee Charity’s facility and grounds
- Outgoing personality with the ability to work as a team player and work cooperatively with ministry leaders, staff, and volunteers
- Support the vision and mission of Charity Lutheran
- Excellent organizational and time management skills
- Good communication and problem-solving skills
- Maintain positive behavior that encourages growth and teamwork
- Ability to maintain a core-hours work schedule with flexibility depending on the needs of Charity

EDUCATION and/or EXPERIENCE

The ideal candidate will have 5 years of general facility maintenance and custodial experience, a willingness to learn about Charity’s heating and cooling system, or experience with heating and cooling systems, and familiar with fire and elevator systems.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and current auto insurance coverage. A CDL with passenger endorsement is desired.

PHYSICAL DEMANDS

The physical demands described herein 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 finger, handle, or feel and reach with hands and arms. This job may require looking into a computer screen and reading both electronic and printed copy for short periods of time. The employee is regularly required to talk and hear. Must be able to lift 50 pounds unassisted.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees.

Employee signature

Date

Supervisor signature

Date