



HAMLIN CHURCH
UNITED METHODIST

Church Custodian

Hours: Part Time, 15 hours/week

Salary Range: \$15-\$17

Job Summary

Hamline Church is seeking a dependable individual to perform varied custodial duties at the church on a part-time basis.

HOURS: 15 total hours flexible schedule M-Th mostly during regular business hours, with occasional evening or weekend responsibilities for events (2-4 times/mo).

Essential Functions:

Building and Grounds Upkeep

- Perform regular custodial tasks related to cleaning building components
- Setting up and resetting of furniture for events
- Mowing, weeding, shoveling

Basic Modifications & Repairs

- With minimal instruction or supervision, be able to receive and perform assignments for basic handyman repairs (e.g. basic drywall, painting, carpentry, electrical, and plumbing)
- Perform basic modifications such as assembly, wall mounting, or moving/installing items as directed in the facility
- Be able to assist maintenance staff as requested with larger or more complex projects
- Experience with steam boilers a plus or aptitude to learn.

Other Responsibilities

- Competency with building security
- Ability to interact in a friendly and hospitable manner with both church members and staff and to manage direct requests outside priorities set by your supervisor with diplomacy
- Willingness to be on call for emergency situations

Qualifications

- Minimum of a high school diploma or GED

- Minimum of two years in custodial services, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.
- Ability to read and interpret instructions, procedures, manuals, use email and other documents.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.
- Certifications required within 90 days of hire: CPR/AED or other trainings as required
- Complies with all aspects and policies of the Hamline Church United Methodist Personnel Policy including Safe Gatherings training

Physical Requirements

- Sufficient physical strength and agility to carry out essential duties.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi - reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.
- Ability to lift 75lbs.

If you have an interest in this role, please send your resume to Rev. Mariah Furness Tollgaard mftollgaard@hamlinechurch.org

Anticipated start date of January 2018 or sooner.

Hamline Church United Methodist conducts criminal background checks and reference checks.