



Position Description for  
**Sunday Custodian – Arden Hills**

Here at North Heights our vision is to Find Faith, Discover Purpose, Live Eternal Significance.

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose, and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

**Title:** Sunday Custodian (Arden Hills Campus)

**Reports to:** Director of Facilities

**Employment Status:** Non-Exempt – Part Time

**Summary of Position:**

Under the general supervision of the Director of Facilities, the role of the Sunday Custodian is to carry out the Sunday custodial duties on the Arden Hills campus.

**Examples of Duties:**

- Give oversight to the physical environment for cleanliness, comfort, safety, and low-level security, e.g. open by 6:30 am/lock building doors, turn on/off lights, activate/deactivate alarm system, and respond to emergencies.
- Complete assigned cleaning schedule and room set up duties, prior to, and following Sunday services and ministry events. These duties include:
  - Clean and sanitize restrooms fixtures, toilets, urinals and urinal walls with germicidal solution;
  - Refill paper towels, tissue, toilet paper and hand soap in all dispensers;
  - Pick up paper scraps and discarded items within the sanctuary and classrooms;
  - Wet mop or clean with mechanical scrubbers all washable floors including kitchen, hospitality areas, bathrooms, hallways using germicidal solution;
  - Sweep or vacuum floors including cleaning all entrance spaces;
  - Empty/clean wastebaskets and trash containers;
  - Collect and bag all garbage, placing the tied bags in assigned dumpster;
  - Remove snow from entrance areas and apply ice melt during the winter season;
  - Perform other cleaning duties as assigned by the Facilities Director.
- Assist with final moment facility set ups including moving tables, chairs, furniture, supplies, equipment, and normal operational support. Be able to lift/move up to 60 lbs.

- Respond to emergency repair, cleanup, and impromptu requests from other staff/ministries within standard duties, reason, and sound judgement. Contact Facilities Director for any unorthodox requests.
- Use, maintain and store assigned cleaning tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Use, maintain and store assigned power equipment; auto scrubbers, extractors, high pressure washers, high speed burnishers and vacuums cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Adhere to church safety policies and follow instructions regarding the use of chemicals and supplies.
- Report any maintenance needs or unsafe conditions to the Facilities Director.
- Adhere to staff core values
- Adheres to the Constitution and Bylaws of North Heights
- Performs other duties as assigned that further the vision of North Heights

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position*

**Outcomes required from this position:**

- Facilities are clean, comfortable, safe, and secure;
- Room set ups are completed as requested and on time for event use;
- Repair needs are reported to the Custodial Lead;
- Staff, congregation, and visitors treated in a respectful manner and requests handled timely and politely;
- Observe functional OSHA and local code requirements;

**Knowledge, Skills, and Abilities:**

- General knowledge in all areas of custodial duties;
- Works well with little or no supervision, works well under pressure, attention to detail, and demonstrates a willingness and capability to learn the intricacies of maintaining a large facility;
- Safely operate all cleaning machines and other job-related equipment;

**Optional but desired:**

- It is preferred that the Custodian have training in the custodial field. Education: High School Diploma desired but not required.
- Ability and aptitude to pursue further education and training in specific job-related topics.