



Job Description
Custodian
Full time - Hourly
August 2024

Position Objective

St. Andrew Lutheran Church is in Eden Prairie, MN and is a congregation of the Evangelical Lutheran Church in America. Serving more than 7,000 members in the Twin Cities and around the nation, St. Andrew is moving our community to “Live out our Faith in Daily Life.” Rooted in Christ, we are nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, and equipping all as servant leaders.

We are seeking a full-time Custodian to ensure that the physical church property is maintained in a clean, orderly, safe, secured and repaired condition at all times, and to prepare and set up rooms for meetings and events.

A qualified candidate will have custodial experience in a group home or church, or any other relevant space. As with all staff at St. Andrew, we are looking for someone who is naturally warm, friendly, and approachable and serves as a good representation of the church and the values we hold.

Job Responsibilities

- Ensure that the church property is properly secured and locked, and the lights turned off when not in use
- Follow the schedule as set by the Safety and Facilities Director to ensure building is covered during all business hours
- Respond to work orders in ESpace in a timely manner and perform minor repairs as needed
- Monitor the daily calendar in ESpace and arrange room set-ups for meetings and classes as needed
- Work closely with Early Learning to act on maintenance needs quickly and efficiently
- Prioritize and bring to the attention of the Safety and Facilities Director and/or Sr Director of Operations any conditions that require major repair
- Perform all other necessary maintenance tasks, including replacing light bulbs, cleaning white boards, and resupplying paper towels
- Water all plants, lawn and shrubs during dry periods
- Coordinate set up for funerals
- Vacuum floors, and dust woodwork and windowsills as needed
- Empty trash and recycling containers daily
- Mop and wax the non-carpeted floors on a regular basis
- Shampoo carpets when needed
- Check and clean restrooms daily
- Maintain cleanliness of all storage rooms and arrange stored goods for easy accessibility
- Maintain all walks and entrances to keep them free of snow and ice

Position Type/Expected Hours of Work

This position is a full-time, hourly position, based upon a projected 40 hours per week, and is eligible for St. Andrew Lutheran Church's full suite of full-time benefits. This includes PTO, 10 Days of Holiday pay, Life Insurance and Disability as well as Medical, Dental and Vision. St. Andrew also contributes 6% of the annual salary towards the 403B plan. St. Andrew Lutheran Church is an equal opportunity employer commitment to providing equal employment opportunities for all applicants and employees, regardless of race, religion, gender, national origin, age, disability, marital status, or veteran status.

Position Reports to: Safety and Facilities Director