

TRINITY LUTHERAN CHURCH
Bismarck, ND
HEAD CUSTODIAN AND FACILITY MANAGER

- I. Purpose of Position: To clean, maintain and improve Trinity Lutheran Church's buildings, yard, property, and equipment.
- II. Supervision received: Responsible to, and under general direction of the Lead Pastor and/or his designee. Coordinate activities with the Property Board.
- III. Position Status: Position is permanent full-time.
- IV. Salary: \$38,000 - \$42,000; exact salary to be negotiated based on experience
- V. Responsibilities:
 1. Coordinate and perform annual, month by month and daily plan for the cleaning, maintenance and improvement of the church's physical plant, property and equipment. To include duties such as:
 - maintain restrooms
 - clean and maintain floors and other surfaces
 - collect and dispose trash
 - other general custodial duties
 2. Coordinate with Property Board to identify and monitor annual and long term for maintenance and improvements.
 3. Serve as an advisor to the Property Board.
 4. Ensure the accessibility, safety and security of all facilities and properties.
 5. Maintain exterior grounds: mowing grass, grooming bushes, keeping entry ways and sidewalks clear of ice and snow.
 6. Ensure that snow removal and lawn contracts are in place.
 7. Order maintenance and repair supplies and custodial cleaning products, within budget allowance.
 8. Coordinate and supervise custodial staff and volunteers for cleaning and maintenance projects.
 9. Assist in site arrangements and preparations for church events; including setup and take-down of chairs, tables, etc.
- VI. Requirements:
 1. A current driver's license and access to an insured vehicle.
 2. Be able to lift 50 lbs.
 3. Have previous maintenance and custodial experience. Preferably a basic understanding of commercial heating and air systems.
 4. Have good verbal communication skills.

5. Ability to effectively work with others.
6. Have supervisory and/or management aptitude.
7. Effective organizational skills.
8. Be able to work flexible hours, evenings and weekends.
9. References are required.
10. Background check required.

To apply: Turn in a completed application form and resume to the church office by December 17, 2019.