

Immanuel Presbyterian Church – Job Description Custodian and Groundskeeper

Overview:

Part time Custodian/Groundskeeper for Lower East Side Milwaukee church. Responsible for maintaining cleanliness of sanctuary, meeting/class rooms, kitchen, office space and restrooms. Sets up and takes down rooms for meetings and special events. Groundskeeping duties include: lawn mowing/trimming, snow removal and clearing grounds of trash. Performs minor building and equipment repairs. Schedule is 20-25 hours per week, Monday through Friday. Occasional evening or weekend work.

Works under limited supervision to perform the following tasks:

- Perform routine cleaning as supplement to weekly cleaning service which may include: mopping, sweeping, vacuuming, dusting, polishing furniture, and window cleaning
- Maintain restroom tidiness, appearance and supplies
- Remove trash from all rooms daily and clean up after events
- Ensure premises are secured.
- Monitor and proactively order cleaning supplies and maintain and organize cleaning equipment
- Maintain sufficient inventory of supplies for kitchens, restrooms and meeting rooms
- Set up and tear down rooms for meetings and special events
- Mow and trim lawns: regularly check grounds for trash and clear
- Remove snow from sidewalks and entrances using snow blower and/or shovel
- Perform minor building repairs and maintain cleaning and grounds equipment
- Monitor building systems for proper functioning: HVAC, elevators, lighting, sound, plumbing, etc.
- Coordinate with staff and vendors for major systems repair or maintenance

Requirements:

- One year of directly related experience; two or more years preferred
- Demonstrated reliability and excellent job attendance
- Ability to operate cleaning and grounds keeping equipment
- Sufficient mechanical skills to perform minor building and equipment repairs
- Ability to stand and walk for most of work day; bend, lift (up to 50#) and climb ladders

Competencies:

- Ability to work independently and proactively identify problems and work to be done
- Good organizational skills with focus on attention to detail
- Ability to work within a team
- Ability to effectively interact with church and community members and vendors