

St. Andrew's Lutheran Church - Position Description

Position: Custodian/Facilities Assistant

Employer: Saint Andrew's Lutheran Church (represented by the Church Council)

Direct Supervisor: Pastor Caleb Crainer; if the pastor is away the Sexton will report to the Council President.

Location: 11555 National Blvd., Los Angeles, CA 90064

Overview: St. Andrew's Lutheran Church requires a part-time Sexton/Facilities Assistant to provide logistical support for the congregation and groups that meet at our campus.

Compensation Rate: \$13.00/hour

Compensation Type: Part-Time, Hourly

Leave: 3 days Sick Leave, Yearly

Employment Type: At-Will

Hours/ week: 10

Schedule: Variable + Sundays

Any changes must be submitted in writing (email is fine) to supervisor and approved.

No overtime work without written permission in advance.

Custodian shall track their hours, and submit those hours appropriately.

Custodian will work within the definitions of St. Andrew's Lutheran Church Office Policy (attached).

Tasks: Complete Daily, Weekly, Monthly, and Annual Tasks in accordance with the attached list of tasks for St. Andrew's Lutheran Church (attached).

Evaluation: Employee shall be reviewed by direct supervisor after the first month, the first six months, then annually. Together they will establish office objectives and actionable steps forward.

Office Administrator

Date:

Pastor

Date:

President

Date:

Daily General Tasks - FACILITIES/RENTALS

- Facilities Check: bathrooms, take out trash if needed, stock soap, toilet paper, paper towels, etc. 2x a week
- Oversee parking lot cleanliness.
- Work with groups and volunteers to grant access to the building.
- Ensure that campus renters are following proper rental procedures and cleaning guidelines.

Weekly Specific Tasks

SUNDAY (4 hours)

- Arrive at 9:00 AM to unlock doors, turn on AC, and make sure furniture is all correctly set-up
- Make Sure Supplies are stocked (i.e. Paper Towel, Soap, Toilet Paper, etc.).
- During Worship, Set up Fellowship Hour Food in the kitchen
- After Church, clean up Fellowship Hour Food
- Take-down/Replace Banners Outside

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY (4 hours)

- Arrive at 4:00 PM and make sure the chairs are arranged for Weekend Activities and once a month set up for Family Fun Night
- Once a month clean up for Family Fun Night from 7-8 PM.

SATURDAY