

Spirit of Grace

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| Job Title: | Custodian | Level/Salary Range: | \$4,000 annually |
| Location: | 2399 Figa Ave., West Bloomfield, MI 48324 | Position Type: | Buildings and Ground Maintenance and Cleaning |
| Date posted: | January 1, 2023 | | |
| Posting Expires: | Until filled | | |
| Application Process | | | |
| Please send cover letter, resume and two names of reference to: office@spiritofgrace.church Subject Line: Property Assistant | | This position begins as soon as possible | |
| Job Description | | | |
| ROLE AND RESPONSIBILITIES <p>The Custodian will answer directly to the Pastor/Priest who is responsible for staffing, but receive direction from the Property Assistant to do any of the following:</p> <ol style="list-style-type: none"> 1. Cleaning of the interior of the church building, including but not limited to: <ol style="list-style-type: none"> a. Cleaning the church bathrooms b. Collecting and taking out all church trash to the dumpster. c. Maintain the dumpster area to keep free of debris and trash. d. Mopping and vacuuming church building floors and carpeting e. Cleaning after events, AA, and as needed based on building use. 2. Ordering and restocking items for building use, care and upkeep 3. Providing set up and take down for events 4. Help with maintenance, cleaning or other property duties as assigned. 5. Performing other duties as assigned by the Property Assistant, Pastor/Priest, the Parish Leadership Team, or Property Team representative 6. 7 hours per week, with flexibility. | | | |
| QUALIFICATIONS AND EDUCATION REQUIREMENTS <p>High school diploma or equivalent, familiarity with cleaning equipment. simple mechanical/repair skills a plus.</p> | | | |
| PREFERRED SKILLS <p>Experience in commercial cleaning is a plus. Must be able to physically perform all tasks assigned. Must be available on a flexible schedule (some daytimes, some evenings) based on the needs of the church. Must be willing to work cooperatively with supervisors, office staff and property team. Consult with the property team on matters relating to property needs.</p> | | | |
| ADDITIONAL NOTES <p><i>There are no health benefits, life benefits or retirement benefits provided as part of this employment arrangement.</i></p> | | | |
| Reviewed By: | Jocie Ballmann | Date: | December 27, 2022 |