

# Custodian (Part-Time)

**Compensation:** \$16/hour

**Hours:** 8 hours per week

**Schedule:** Flexible, with primary hours needed prior to **Sunday morning worship** and **Wednesday evening activities**.

## About New Life

New Life Lutheran Church in Norwalk, Iowa, is a growing, family-oriented congregation committed to our mission *to grow in faith and to make Christ known*. Our vision is to be *a growing church for a growing community that actively invites and welcomes all, demonstrates a living faith, and has the space to meet the needs of a growing church and community*.

We hold to the core values of **Community, Inclusion, Family-Oriented Ministry, and Grace-Centered Life**. Every role at New Life reflects these values, including the work of our Custodian, who ensures our spaces are welcoming, clean, and ready for ministry.

## Position Overview

The Custodian provides essential support to the mission of New Life by preparing and maintaining our facility to the highest possible standards of care and hospitality. This role directly supports the guest experience, ensuring that everyone who enters feels welcomed into a clean, safe, and well-prepared space.

## Key Responsibilities

- **Event Support:** Set up and take down chairs, tables, and equipment for worship services, meetings, and events.
- **Cleaning & Sanitation:** Clean and restock bathrooms; sweep, mop, vacuum, and dust throughout the building.
- **Facility Care:** Maintain indoor spaces (worship, classrooms, fellowship hall, offices) and ensure outdoor entryways are neat and safe.
- **Minor Maintenance:** Perform small upkeep tasks (e.g., light bulbs, batteries) and report larger facility needs to the church office.
- **Organization:** Keep supply and storage areas tidy and accessible.

## Qualifications

- Dependability and strong attention to detail.
- Ability to lift and move chairs, tables, and equipment.
- Basic cleaning and light maintenance skills.
- Commitment to providing a welcoming environment that reflects New Life's values.
- Flexibility to adjust schedule around church events and activities.
- Ability to pass a comprehensive background check.

## Custodian (Part-Time) 10.2025

### **Schedule & Compensation**

- Part-time, 8 hours per week.
- \$16 per hour.
- Most hours scheduled prior to Sunday worship and Wednesday evening activities, with flexibility for other church events.
- Reports to the Lead Pastor.

### **How to Apply**

Interested applicants may submit a brief letter of interest or resume to **office@newlifenorwalk.org** or contact the church office at **4380 Wakonda Dr., Norwalk, IA** for more information.