



Position Description for  
**Custodial Coordinator**  
**Arden Hills Campus**

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

**Title:** Custodial Coordinator

**Reports to:** Director of Facilities and/or Assistant Facilities Director

**Employment Status:** Full time, Non-Exempt

**Imperatives:**

- Assure all members, visitors and guests have a positive experience when attending our facilities
- Keep the physical environment of the facility clean, comfortable, and safe
- Ensures all equipment and systems of the facility are safe, operationally sound, orderly and comply with federal, state and local building and operational codes

**Summary of Position:** Responsible for cleaning and setup of the facilities at North Heights Lutheran Church, North Heights Christian Preschool and Child Care.

**Minimum Qualifications:** Physically able to perform assigned tasks

**Areas of Responsibility:**

- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Keep the physical environment of the facility clean, comfortable, safe and secure
- Flexibility in schedule to meet varied church program or event needs
- Complete facility setups as required including moving tables, chairs and other equipment for events
- Report any unsafe conditions to the Facilities Director or Maintenance personnel
- Schedule housekeeping staff

- Perform building open/close (alarm system) as needed along with other facilities staff
- Assist in training in implementation of North Heights Recycling Program
- Serve as needed with the custodial and housekeeping staff. These duties may include:
  - Clean and sanitize restrooms fixtures, toilets, urinals and urinal partitions/walls with germicidal solution
  - Refill paper towels, tissue, toilet paper and hand soap in all dispensers
  - Wet mop or clean with mechanical scrubbers all washable floors including kitchen, hospitality areas, bathrooms, hallways using germicidal solution
  - Sweep or vacuum floors including cleaning all entrance spaces
  - Clean, dust, wipe and sanitize furniture, fixtures, appliances and equipment
  - Empty/clean wastebaskets and trash containers
  - Collect and bag all garbage, placing the tied bags in assigned dumpster
  - Wash accessible interior windows, clean blinds when needed
- Performs other cleaning and room setup duties as assigned
- Supports facilities staff at Arden Hills campus when necessary
- Performs other duties as assigned that further the vision of North Heights

**Knowledge, Skills & Abilities Required:**

- Ability to read and communicate in English
- Ability to read directions on chemical bottles and packaging for safety and emergency response
- Maintain and follow Material Safety Data Sheet (MSDS)
- Ability to communicate over a 2-way radio
- Ability to perform routine housekeeping task including lifting and bending. Able to lift 75 pounds
- Have Minnesota Boilers License or the ability to obtain

**Outcomes Required:**

- The facilities are clean, comfortable and safe
- Room setups are completed as requested and on time
- Repair needs are reported to the Facilities Director
- Staff, congregation and other guests are treated in a respectful manner and requests are handled with a timely response

**Optional but Desired:**

- Ability and aptitude to pursue further education and training in specific job related topics.
- Have Minnesota Boilers License or the ability to obtain.