

Central Lutheran Church Minneapolis, Minnesota Housekeeper and Custodial

Effective date: September 1, 2026

Reports to: Director for Facilities

Status: Full time, hourly

FLSA: Non-exempt

Hourly rate: \$19.00

Benefits: Health, dental, disability insurance, retirement (403B), and paid vacation

Job Summary

Maintain the building in all aspects in order to provide a safe, clean and comfortable environment for members, staff and visitors alike.

Essential Functions:

- Cleaning of common areas, bathrooms, offices and meeting rooms.
- Assist with maintenance of the facility.
- Room set-ups for events and meetings.
- Participation in all staff functions.
- Maintain inventory of supplies.
- Assist with security of the facility
- All other duties as assigned.

Minimum qualifications:

- Self-starter
- Must communicate well
- Comfortable working at heights exceeding 30 feet
- Ability to lift 40 pounds
- Able to manage a flexible schedule

Physical requirements:

- Able to move freely in and out of a variety of ministry settings on the Church campus.

Core staff competencies:

- **Collegiality:** Ability to work in a collegial environment, both with fellow staff members and with leaders of the congregation. Leads creatively, working to figure out the process necessary to get things done in a collaborative way.



Recognizes when situations or colleagues are not working well and seeks a positive solution. Creates and communicates vision and direction for the team the staff members for the good of the congregation's mission.

- **Interpersonal:** Demonstrates the ability to lead others. Demonstrates skills in active listening and openly accepts criticism. Constantly works to resolve interpersonal conflict that does arise in a collegial environment. Holds others accountable in a spirit of love. Engages all staff and members of the congregation positively with a demeanor of optimism and care.
- **Spiritual:** Tends to their own personal faith. If a member of the congregation is regular in worship, seeks a way to participate in faith growth opportunities and a way to care and serve through the congregation's ministries. If not a member, seeks these same opportunities in their home congregation. In their own prayer life, remembers the ministries of the congregation and members who are in need. Models and develops humility, openness, accountability and servant leadership in all roles, with colleagues and members of the congregation.
- **Process:** Works with colleagues and leaders of the congregation to regularly assess the health of ministry areas and mission initiatives. Seeks new and creative solutions to process challenges in the daily, weekly and monthly flow of the congregation's life.
- **Leadership:** Understands his/her own strengths for ministry and continues to develop these skills. Open to coaching from the lead in their area so that strengths can grow and deepen. Leaders in ministry areas will work to delegate and so empower colleagues so they develop personally and professionally. Initiates the scheduling of needed meetings for projects. Schedules the one-on-one meetings with members of your team according the agreed-on staffing model.
- **Communication:** Serves as the champion for communication in their ministry or mission value area. Works ahead in the preparation of communication to tell the story of the opportunities for members to be a part of the ministry or mission area. Takes the initiative in making sure events are scheduled, the calendar is correct and that the details for the event are communicated both with the congregation and colleagues.

Review/ evaluation process defines:

- Annual review in May
- Goals to be developed by June 1

