

**Grace Lutheran Church
Phoenix, Arizona
Caretaker Job Description**

Position Summary:

The caretaker cleans, oversees property maintenance and repair, sets up for events, and provides hospitality to outside groups.

Reports Directly to:

Pastor

Position Requirements:

- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent communication; admits mistakes; responds to situations with consistency and reliability; respects the autonomy of each individual; is accountable for work assigned

- Emotional Intelligence: Demonstrates strong and appropriate personal boundaries in relationships; is emotionally and spiritually mature; can maintain a non-anxious presence in the midst of turmoil; can stand in the presence of others' strong emotions without taking responsibility for them or reacting to them externally or internally; does not hold grudges or bitterness; practices forgiveness and generosity in interpersonal relationships; values individuals' gifts and accepts individuals' limitations without demeaning them

- Personal Resiliency: Can shift gears comfortably; can comfortably handle risk and uncertainty; is flexible

- Attention to Detail: Follows up on missing or out of balance items; resolves unanswered questions needed to address a problem

- Time Management: Uses time effectively and efficiently; can appropriate balance priorities

- Technical Expertise: Cleans effectively; understands which skills are lacking and seeks to develop those skills; recognizes when a project is outside their scope

- Quick Response to Emergencies

Principle Accountabilities

- Clean church buildings as described in extended job description (available upon request)
- Pick up trash around exterior of church twice per day
- Set up and take down for scheduled events, open and close for scheduled events
- Provide basic maintenance for church property
- Collaborate with property team and contractors to address property projects outside their scope

To apply, email Pastor Sarah Stadler your resume and at least two references at pastorsarah@graceinthecity.com. For questions, you may email Pastor Sarah or call her at 602-318-6876.