

Title: Part-time Maintenance Custodian

Hourly: 10 hours/week, \$12.00/hour

Reports to: Office/Business Manager

The Maintenance Custodian will maintain the church buildings and grounds to provide a safe, comfortable, and clean environment.

PERFORMANCE RESPONSIBILITIES:

- Open and disarm the church on Sunday mornings and special services as scheduled and inspect for safety and any damages.
- Lock and secure the church areas and set alarms on scheduled days.
- Monitor and notify the office manager and coordinate services for major repair projects.
- Clean assigned areas of the church buildings including clean and maintain floors, fixtures, and furniture, and clean restrooms, and replenish supplies.
- Clean and sweep sidewalks, pick up and dispose of trash in assigned areas, parking lots and on church grounds, wash windows, and remove cobwebs.
- Assist with arranging furniture and equipment.
- Assist with general maintenance.
- Clean up after accidents and spills, cleaning and/or removing marks or writing on walls and doors, changing filters, dusting vents, and cleaning eaves, beams, fixtures, roof scuppers and drains
- Complete minor repairs including replacing light bulbs, repairing hinges and knobs, unplugging toilets and drains, replacing parts, fuses, switches, and other general repairs.
- Make recommendations to the office manager for special cleaning and maintenance needs.
- Assist with periodic cleaning including scrubbing and resurfacing floors, stripping and waxing floors, washing walls, fixtures, and furniture, and painting and/or staining exterior doors and interior of church buildings.
- Perform other job-related duties as assigned.

EXPERIENCE: Previous custodial or building maintenance experience.

SKILLS/KNOWLEDGE/ABILITIES:

- Demonstrated knowledge of electrical and plumbing and general carpentry and maintenance skills.
- Strong collaborative interpersonal skills.
- Ability to bend, carry and lift 50 pounds, push and pull 50 pounds; climb ladders.
- Ability to stand and walk for extended periods of time.
- Knowledge of safety procedures and ability to maintain a safe working environment.
- Ability to make decisions in a variety of situations regarding priorities and effectively handling emergencies.
- Familiarity and compliance with safety procedures.
- Ability to work effectively with pastors, staff and church members.

WORKING CONDITIONS: The work environment is the normal church setting; the noise level ranges from quiet to loud, but is usually moderate. The work environment includes exposure to dirt and dust and noise and vibration from maintenance equipment.

TERMS OF EMPLOYMENT: Twelve-month, At-Will, Hourly; Hours are flexible but must be available on Sundays and other times when needed.

EVALUATION: Performance to be evaluated in accordance with Personnel Handbook