



THE ORCHARD

Job Title: Part-Time Facilities Crew – Arlington Heights
Part Time – Non-Exempt – Non-Ministerial

Reports To: Facility Manager – Arlington Heights Campus

Purpose: This position is responsible for performing custodial duties and minor repairs to the building, including interior and exterior maintenance, snow removal, and minor landscaping.

Responsibilities:

- **Custodial** – Removes waste from common areas and offices; vacuums, cleans, and maintains carpeting; assists in control of sanitation; assists in checking premises for safety hazards and reports any deficiencies.
- **Room Setup/Tear Down** – Performs setup and tear down of rooms, including tables and chairs, platforms, and seasonal decorations per system of facility scheduling.
- **Maintenance** – Performs minor repairs on premises and operates miscellaneous equipment and power tools. (Training provided)
- **Grounds** – Performs grounds maintenance duties including raking of leaves, litter removal, weeding, watering, snow removal, and operation of snow removal and landscaping equipment. (Training provided)
- **Other** – Perform other duties as assigned by the Facility Manager.

Qualifications:

- Minimum two years' custodial experience is preferred
- Must be available Saturday and/or Sunday
- High school education or equivalent preferred
- Ability to tolerate both indoor and outdoor environmental conditions, including dust and cleaning solvents
- Ability to perform heavy work, must be able to lift 75 lbs
- Ability to climb ladders and work at particular heights
- Ability to lift, bend, stoop, climb stairs, reach, kneel, push and pull; ability to safely operate tools and equipment
- Detail orientated to provide quality work and complete assigned tasks accurately
- Exercise discretion and good judgment in personal contacts
- Interpersonal skills with ability to communicate effectively with management and volunteers
- Demonstrate professionalism through appearance, attitude, and loyalty
- Self motivated and able to initiate projects and work independently
- Positive and supportive attitude

Salary Range: \$15.50 - \$17 per hour based on skills and experience.

To apply for this position, please send your resume along with a cover letter to
employment@theorchard.church