



Job Description: Custodian

Reports to: Executive Director, Finance and Operations

Supervises: N/A

Commitment: Full-time (40 hours per week) Sunday through Thursday 2:00pm to 10:00pm

Salary: \$26/Hr - eligible for health and retirement benefits

Position Summary

The **Custodian** at University Unitarian Church ensures the efficient operation and maintenance of the physical plant and grounds. The custodian raises observations and concerns about the condition of building systems with supervisor for planning vendor repair or support. The person in this position communicates effectively and regularly with office staff and supervisor regarding operational support. Successful candidates for this position will have strong organizational skills and applicable experience in building systems and maintenance.

Essential Duties

- Ensure clean and orderly church facilities, performing daily cleaning and regular maintenance.
- Coordinate service orders and deliveries with custodial supplier. Organize tools and supplies to ensure their security and availability to appropriate staff and volunteers.
- Advise supervisor as to critical building and grounds issues that require budget authority and/or oversight.
- Organize tools, materials and supplies to ensure their security and availability to appropriate staff and volunteers.
- Respond to requests for service in a timely manner. Communicate with appropriate people regarding requests.
- Work effectively with volunteers.
- Set up rooms for church programming and rental functions and provide support and a welcoming environment for facilities users.
- Ensure security of church facilities by monitoring entries and rooms during working hours, including sweeps of parking lot and grounds.
- Perform other duties as assigned by supervisor.

Qualifications

- Relevant work in facilities maintenance equivalent to four (4) years of experience.
- Strong organizational skills with a commitment to accuracy and attention to detail.
- Interpersonal skills are needed to respond constructively to questions, concerns, and requests.
- Ability to work independently as well as in collaboration with staff and volunteers.
- Ability to approach problems in a deliberate and solution-focused manner and to recognize ambiguous situations that call for requests for clarity from others.
- Ability to work with diverse populations and communicate with people from many cultures, backgrounds, and historically marginalized groups.

Additional desired qualifications:

- Practical experience with carpentry, painting, equipment maintenance, and other basic mechanical skills.

Work Environment

This job requires a significant amount of physical work, as well as occasional time working at a desk. The noise level in the work environment is usually moderate but can be very loud when maintenance equipment is being used. The employee is regularly required to move, carry and lift heavy items, up to 50 pounds. The job entails frequent use of or handling of cleaning materials and chemicals. The job requires occasional overtime or irregular hours to support non-standard rental or programming activities.

NOTE To perform this job successfully, an individual must be able to complete each essential duty satisfactorily, have the necessary qualifications, and be able to work in the conditions described. The statements herein are intended to describe the general nature and level of work being performed and are not construed as an exhaustive list of responsibilities, duties, and skills required. They do not establish a contract for employment and are subject to change at the discretion of the employer.

Contact

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