

JOB DESCRIPTION - Building Caretaker

Main Street United Methodist Church, Greenwood, S.C.

Status: Part-time

Hourly wage: Commensurate with experience

Reports to: Senior Pastor; Board of Trustees; Accountable to Staff Parish Relations Committee

Job Purpose:

The Building caretaker has the primary focus of performing maintenance-related duties and a secondary role of performing-custodian duties to augment or back-up the building custodian, all in order to ensure all MSUMC buildings, equipment and grounds are functional well maintained.

Responsibilities and Duties:

- Work 20 hours per week, with some flexibility and minimum supervision, maintaining hours within church office hours (8:30AM-5:00PM) weekdays. However, hours may fluctuate when needed for special church meetings and events.
- Perform day-to-day maintenance repairs of church property such as fixing toilets, faucet leaks, painting, replacing ceiling tiles and light bulbs, small repairs etc.
- Program and monitor systems for heating and cooling in all buildings for maximum efficiency.
- Establish, and update as necessary, a detailed listing of significant maintenance issues for the Trustees and Senior Minister.
- Check vehicle logs weekly for noted deficiencies in order to maintain church vehicles in safe and serviceable condition.
- Order, maintain and ensure availability of consumable support and cleaning equipment.
- Purchase supplies needed for maintenance and janitorial tasks.
- Work with Trustees to help coordinate preventative maintenance and standard inspection schedules.
- Make periodic church campus inspections (buildings and grounds); identify and correct safety hazards.
- Maintain clean and organized maintenance storage areas.
- Closely monitor expenses and receipts for all maintenance and repairs and provide appropriate documentation of expenses to the financial secretary.
- Ensure church landscaping is maintained properly. Grass, shrubbery and trees cut and trimmed. Flower beds weeded and maintained. Leaves raked and snow and ice removed during the winter.
- Perform additional tasks as directed by the Senior Minister or the Board of Trustees.
- Be prepared to augment janitorial services, such as clean and disinfect restrooms, kitchen / dining area and equipment.

Qualifications and Aptitudes:

Education/Knowledge:

- Must have a high school diploma or equivalent (GED). Post high school education is desired.
- Three (3) years working in a maintenance position is ideal.
- Basic knowledge of HVACR, mechanical, plumbing, and electrical systems.
- Knowledge and experience of housekeeping and cleaning processes.
- Computer experience (Microsoft Office) is helpful.
- Purchasing and inventory knowledge and skills desired.
- Must have a South Carolina driver's license.
- Knowledge of and ability to properly use hand and power tools, multi-volt/ohm meter.

Physical:

- Must be able to lift and carry up to 50 lbs.
- Job requires standing, kneeling, reaching overhead, bending, pushing and pulling, lifting and stooping.
- Must be able to work from ladders.

Environmental Conditions:

- Will at times work in areas or outside in extreme heat, cold, rain, snow or ice, crawl spaces, basements and attics.
- Work from 25-30 feet heights.
- Work with chemicals
- Work within confined spaces

Personal:

- Self-motivated, flexible, detail oriented and possess the ability to work with little supervision.
- Team player
- Problem-solving skills
- Very good communication skills both verbal and written
- Strong customer relation skills working with adults, youth and children.
- Financial accountability and accuracy expected.
- Demonstrate Christ-centered behavior at all times by treating people with dignity, respect, compassion and integrity
- Positively represents and promotes MSUMC in all circumstances.
- Professional attitude and demeanor.
- Recognize and maintain confidentiality as appropriate.

Approved by: _____ MSUMC Chairperson of SPRC Date: _____

Approved by: _____ MSUMC Senior Minister Date: _____

This document shall be reviewed and revised when changes occur with the SPRC Chairperson or Senior Minister.

I have received, read, and understand the job description as written. I have had an opportunity to ask questions and get clarification related to the job description.

Building Caretaker: _____ Date: _____