



Job Description

Building/Ground Maintenance Person Weekday Position

Normal work days are Tuesday thru Friday. Current work schedule is:

Tuesdays – 9:00 a.m. – 2:00 p.m.

Thursdays - 4:00 p.m. – 8:30 p.m.

Fridays – 9:00 a.m. – 2:00 p.m.

This schedule is subject to change due to church activities. Additional hours may be necessary to cover unforeseen situations and special programs.

Position Purpose:

The Sanctuary and Fellowship Hall must be maintained in good condition at all times. Likewise, all grounds must be kept clear of paper and other debris. Weekday staff may be required to work weekends to cover unforeseen situations.

Job Duties:

- Maintain & clean entryways after each service or special program.
- Maintain all restrooms before and after all services.
- Monitor and remove snow from all sidewalks and entryways.
- Remove paper and debris from church lots, sidewalks, curbs and parking areas.
- Perform routine maintenance on doors, railings and other areas as necessary.
- Change lights and oil doors and fixtures as needed.
- Work with congregation to organize major clean-up of church properties.
- Maintain and clean floor in Kitchen area

Preferred Skills and Knowledge:

- Experience and knowledge of building cleaning and maintenance practices.
- Some experience with equipment used for building and grounds maintenance.
- Ability to lift and carry up to 50 pounds.
- Must be able to work independently and establish priorities.
- Must practice good safety habits and comply with MIOSHA regulations.
- Must be flexible and able to work additional hours if required to cover other employee shifts during vacations and/or illnesses.
- Must be punctual and self-motivated.
- Must maintain a positive attitude with co-workers, members, guests and staff.