



## UNITED CONGREGATIONAL CHURCH OF HOLYOKE

### JOB DESCRIPTION

**Job Title: Part Time Lead Custodian**

General Job Description: Cleaning, maintenance and security of the church grounds

#### **1 | CUSTODIAL RESPONSIBILITIES to include but not limited to:**

- Oversee cleanliness of all church areas to include bathroom and kitchen areas, vacuuming and dusting, replacing light bulbs, emptying wastebaskets and trash receptacles daily as well as set out recycle bins on scheduled pickup days
- Oversee landscaping activities to include lawn mowing, trimming and daily trash removal from grounds and sweeping of steps and walkways. Maintenance of sidewalks and parking areas to include the removal of trash and snow and insuring grounds meet safety requirements
- Monitor Sanctuary and Chapel after use for cleanliness and general maintenance needs
- Maintains and schedules long term maintenance such as painting and stripping of floors, walls, outside railings and fences and other maintenance as it may occur
- Arranges tables and chairs and other items needed for and prior to meetings, meals and various other functions as needed
- Answer phones and monitor doors in absence of Office Administration
- Trains and oversees maintenance and security staff as applicable
- Write reports and attend Properties Committee Meetings when scheduled
- Minor maintenance and repair of boilers, hot water systems, piping, electrical systems, etc.
- Keep fire extinguisher up to code and maintain yard equipment such as mowers and snowblowers to ensure in good working order
- Maintain and order supplies such as cleaning products, toilet paper, coffee hour supplies, etc.
- Performs other maintenance duties as required or as assigned

#### **2 | CUSTODIAL COORDINATION WITH CHAIR OF PROPERTIES**

- With the oversight of the Chair of Properties, maintains and schedule periodic inspections of building and grounds to include Elevator, City, Health and Fire inspections
- Identify and report any maintenance or safety issues and concerns to Chair of Properties. Work with individual committees on any maintenance needs or meeting setups

#### **3 | ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Senior Minister and Chair of the Properties Committee

Works with the Chair of Outreach in coordinate building use and events

#### **Skills & Requirements:**

- Ability to perform a variety of tasks to include supervisory skills and use proper judgement to accomplish goals
- Able to handle multiple tasks, sometimes in a deadline-oriented environment
- Able to climb ladders and physically walk up and down stairs. Ability to lift 20lbs. and setup/breakdown large folding tables and chairs
- Willing to be a team player, dependable and professional and be respectful of church traditions and congregants
- Must have reliable transportation