



Position Description for Church Caretaker

Title: Church Caretaker

Reports To: Church Office Administrator (COA), responsible to Building and Grounds Elder (BG Elder), Senior Pastor - Head of Staff, and Session Personnel Committee.

Status: Part-time (average of 20 hours per week); non-exempt
(Part-time employees are those who are employed to work less than 30 hours per week. Such employees are not eligible for the Church benefit package.)

Requirements:

- Minimum of 4 hours each Sunday morning (8:00 a.m. to noon).
- Regularly scheduled time for prep and cleanup for Sunday morning services.
- Staff meetings as requested (currently Monday afternoon).
- Flexibility to work other times as needed/scheduled.
- Neat and clean appearance with clothing appropriate to required tasks.
- Maintain an awareness of and involvement in the execution of the responsibilities of the position.
- Communicate needs, concerns, and project outcomes to the COA and staff on a weekly basis in scheduled staff meetings or in one-on-ones with the COA.

Wage: \$15-20 per hour commensurate with experience.

Qualifications:

- Proven experience in building maintenance and cleaning.
- Ability to perform minor repairs and maintenance tasks.
- Knowledge of cleaning equipment and supplies.
- Ability to work independently and cooperatively as part of a team.
- Strong attention to detail and organizational skills.
- Ability to lift and move heavy objects (50 pounds).
- Reliable and trustworthy.
- Respectful of church religious practices.
- Flexible: church events often occur outside of regular business hours, so flexibility in scheduling is essential.
- Ideally, previous experience working in a church or similar setting.
- Satisfactory background check.

Job Summary:

The Church Property Caretaker will be responsible for the weekly maintenance and upkeep of the church building to ensure it is safe, clean, and secure. This can include anything from routine maintenance, carrying out minor repairs, cleaning and upkeep inside and outside of the building, The Caretaker ensures a welcoming and well-maintained environment for worship, events, and daily operations.

Due to the broad nature of the job, the following list of tasks is not necessarily comprehensive. The Caretaker will require an attitude and desire to “take care of things” as they arise, regardless of whether they are specifically laid out in the following job description. Also, First Presbyterian Church may occasionally employ a separate individual to perform some cleaning tasks, in which case it will be the responsibility of the Caretaker to supervise them. With those factors in mind, the major responsibilities of the Caretaker are listed below:



Responsibilities – *The Caretaker will:*

Physical Plant Operations

- Participate in maintaining the security of the building, including locking and unlocking doors, and setting security systems with primary responsibility on Sunday mornings between 8:00 a.m. and noon and other scheduled events in communication and coordination with on-site staff (pastors, director of music, technology and marketing coordinator).
- Be responsible for routine building maintenance such as changing light bulbs, replacing filters, and minor repairs as needed, such as fixing leaky faucets and minor repairs to damaged surfaces.
- Monitor the property's inventory of supplies and tools, and coordinate ordering of additional materials as needed.
- Keep accurate records of all maintenance and repairs carried out on the property, as well as any incidents or accidents that occur.
- Monitor and report major maintenance or repair needs to the COA, BG Elder, and Pastor.
- Coordinate with the COA and BG Elder when outside contractors are needed for non-routine maintenance and repair issues outside the caretaker's skill or the scope of this position, such as plumbing, electrical, carpentry, etc. to ensure that work is completed properly and efficiently.
- Report any improper functioning of heating, ventilation, and air conditioning (HVAC) systems, fire/security systems to COA and BG Elder.
- Work with the COA and/or BG Elder to ensure that all safety regulations are followed, including annual fire inspections.
- Work with the COA and/or BG Elder to ensure that all necessary regulatory documents, such as permits and licenses, are up to date and in compliance with local laws and regulations.

Building Cleanliness

- Sweep, mop, polish and/or vacuum floors, clean windows and mirrors, and dust surfaces in the sanctuary, fellowship hall, parlor, offices, classrooms and common areas, and sanitize the restrooms, kitchen, and nursery.
- Empty trash and recycling receptacles.
- Ensure the overall cleanliness of the church grounds, including picking up litter.

Event Preparation and Use of Space

- Supervise the setting up and storing of tables, chairs, and other equipment for church services, events, and meetings.
- Ensure that the church hall and other event spaces are prepared and clean before and after use.
- Assist with the preparation for special services and events, such as Christmas, Easter, weddings, funerals, and concerts.
- Coordinate with individuals or organizations that use church facilities from time to time.
- Assist with moving furniture, supplies, books, etc. as needed.

Grounds Maintenance

- Assist with the upkeep of the property's landscaping, including mowing, trimming hedges, and maintaining flowers and shrubs.
- Ensure the overall appearance of the church grounds (entire exterior perimeter plus parking lot), attending to litter and the pet area.
- Assist with the clearing of snow and ice from sidewalks, stairs and parking areas – pretreating surfaces when appropriate (plowing is handled by an outside contractor), especially on Sunday mornings.