

Church Maintenance Worker

Job description and responsibilities

Purpose: To maintain the properties contained within the grounds of St Paul Evangelical Lutheran Church. Specific responsibilities outlined below.

Accountability: Head of the Property Committee & St Paul Congregational Council

Schedule: Four hours per week, including additional hours for special projects/jobs

Responsibilities:

Outside

1. Flowerbed maintenance:
 - a. spraying and pulling weeds, during peak growing season (spring & summer) this might need a couple hours every 2 weeks or so.
2. General outside clean up:
 - a. picking up fallen limbs,
 - b. keeping the grounds clean and free of debris
3. Seasonal outside cleanup to include raking & blowing leaves (mostly around the playground and office area)

Inside

4. Inspect lighting system for proper operation, replace busted fluorescent tubes, defective ballasts and incandescent bulbs.
5. Check "Exit" signs and emergency lighting for proper operation
6. Ensure restrooms are adequately supplied with: hand towels, toilet tissue, hand soap, etc.
7. Fellowship hall set up: arrange tables and chairs for various events

Other

8. Twice a year (January & June):
 - a. clean screens in refrigerator and freezer
 - b. change smoke alarm batteries semiannually
9. Check & replace air conditioner filters in the church office and fellowship hall at least quarterly. Check filters in rental houses.
10. Spot checking/removing of insects between quarterly pest management services

11. Remove recycling weekly from fellowship hall kitchen
12. Check church property for any defects and repair immediately if minor work is needed, otherwise promptly report to property committee/office staff.
13. Contact church office with any supply requests

Other duties as assigned (including, but not limited to):

1. Patching holes in walls and ceilings, as necessary
2. Touch up painting (interior & exterior) as necessary

Job Skills and Requirements

1. Must pass a background check
2. Individual does not need to be a licensed/bonded individual
3. Must have the basic skills in:
 - a. Carpentry
 - b. Electricity
 - c. Plumbing
4. Able to lift up to 50 pounds and climb high ladders. Must be safety cautious at all times.
5. Ability to collaborate and coordinate with church volunteers on special maintenance projects.

I have read and received a copy of my job description. I understand this description overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with the Pastor or St Paul Council as identified above.

Employee

Date

Starting salary: _____ per hour / week / month / year.