

POSITION DESCRIPTION

Title: Custodian
Reports to: Facilities Manager
Date: 07/2024

FLSA Status: Hourly
HOURS: 8/week, year-round

Position Purpose

The Custodian is responsible for monitoring and maintaining the property of the church in order to provide a safe, clean, functioning and orderly environment for FPBUU members, staff, visitors and renters of the facilities. This position is time-flexible and includes Sunday morning plus other weekend, evening, and some “on-call” in case of an emergency work. The Custodian will use their own transportation and will be compensated for mileage.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

Organization and Planning: Organizes time & materials to accomplish multiple, concurrent goals and activities.

Aesthetic Awareness: Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Essential Job Functions

Property Maintenance: Cleans and removes trash and recycling from all buildings as needed. Accurately assesses and promptly communicates to the Facilities Manager any needed repairs.

Congregational Support: Sets-up rooms for meetings and/or functions, including A/V equipment and clears rooms at the conclusion of events. Perform organizing tasks as needed, such as moving office equipment or installing shelving, and related organizing activities as needed. Assist staff and volunteers as directed by the Facilities Manager.

Safety Responsibilities: The Custodian will abide by all standard safety procedures for themselves and inform any staff/members/visitors as needed. Any on the job injury must be reported to the Facilities Manager and Administration and Finance Director immediately. Assistance with campus security includes the locking/unlocking of doors. An overall focus on maintaining a safe and welcoming campus for all.

Resource Management: Notify Facilities Manager when supplies such as paper towels, trash bags, toilet paper, etc. need to be purchased. Maintain supply stocks in custodial closets and/or other areas so defined. All products used are to be environmentally safe/friendly. Keep all supply closets and storage areas around campus neat and orderly.

Position Requirements

<p style="text-align: center;">Skills & Knowledge</p> <ul style="list-style-type: none"> ● Extensive walking, standing, reaching, bending, and climbing. Ability to lift 50 lbs., and shovel snow. ● Knowledge of basic maintenance/carpentry procedures, repairs, and equipment. ● Proven organizational and time-management skills with the ability to prioritize. ● Ability to use verbal and written communication effectively across all constituencies. ● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism. ● Computer literacy required to send/read emails and access the online church calendar. 	<p style="text-align: center;">Minimum Education</p> <ul style="list-style-type: none"> ● High School Diploma or GED. <p style="text-align: center;">Minimum Experience</p> <ul style="list-style-type: none"> ● Three to five years of property/building maintenance experience, preferably in a religious or non-profit organization.
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