



House and Grounds Maintenance Position Description

Job Title: Facilities Maintenance/Custodial Assistant

Full-time (40 hours per week, plus additional hours as required)

Job Summary

The Facilities Maintenance/Custodial Assistant will perform maintenance and custodial type work for all areas of building, property and grounds maintenance of approximately 18.9 acres of land. Works with the Facilities Lead Maintenance Supervisor, Senior Pastor, Personnel Committee Chair, Promise Land Preschool Director, and Chair of the House and Grounds Committee.

Under general supervision, the Facilities Maintenance/Custodial Assistant provides a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment, and perform related duties as required. Besides Maintenance of the buildings and grounds the custodial portion of the workload is equivalent or sometimes exceeds the maintenance work. This position is expected to clean the all restrooms (currently 8 restrooms) in their entirety throughout the facility throughout the week and as needed on weekends or evenings for certain events.

Scope of Position: Performs custodial and maintenance duties in and around church campus facilities; troubleshoots, performs minor repairs; responds to emergency calls for service; implements setup and takedown for a wide variety of events; works closely with staff, church members and visitors to meet custodial needs of area; and resolves problems to ensure efficient and safe operations.

Responsibilities and Duties

- Regularly inspects buildings and grounds to identify maintenance needs.
- Remove snow and de-icing sidewalks.
- Performs maintenance, plumbing, electrical and mechanical repairs including performing outside lawn work and coordinating with volunteers or outside vendors for during major repairs or replacements.
- Cleans and disinfects restrooms, child care center, Promise Land Preschool, Family Life Center, kitchen, office areas and all church facilities, orders and stocks facilities with paper and supplies.
- Assists with safety inspections of church property and contents as mandated by St Louis County, Mehlville Fire Department or the church's insurance providers.
- Assists with organizing and retention of maintenance records for the buildings, contacts for outside vendors and annual/seasonal maintenance checklists.
- Works with Facilities Lead Maintenance Supervisor to coordinate with the House and Grounds Committee to plan for repair and/or replacement of needed items around the church, including developing budget priorities for major property maintenance projects.
- Works with volunteers for maintenance/repair tasks.
- Works cooperatively with the Promise Land Preschool and the State requirements for said Preschool.
- Coordinate and perform necessary upkeep of the building and grounds.
- Assist Facilities Lead Maintenance Supervisor to develop bid proposals, review bids with House and Grounds Committee Chair and help enforce contracts for house and ground projects.

In addition to the above, this position may have occasional additional responsibilities, as assigned by the Church Pastoral staff or requested by the Build Committee Chair, or Chair of the House and Grounds committee, such as assisting with preparation for church events or attending House and Grounds Committee meetings.



Qualifications

Knowledge, Skills, and Abilities:

- General knowledge of building maintenance, general plumbing, electrical, carpentry, and/or custodial skills or experience.
- Ability to use email and spreadsheets a plus (including MS Outlook, Excel, and Word.)
- Must be able to understand contracts of vendors and contractors.
- Possess a professional and cooperative attitude and be willing to assist volunteers and to coordinate with the other staff members in performing assigned tasks.
- Ability to represent Canaan Baptist Church responsibly.
- Ability to communicate effectively, verbally and in writing.
- Able to maintain, clean and preserve a variety of surfaces.
- Knowledge of custodial principles, practices, and safety procedures.
- Ability to develop and implement creative solutions or props for Church Programs (Christmas, Vacation Bible School, etc), Mission efforts, and other holiday Programs

Physical Requirements :

- Ability to lift weights of 50 lb. to waist height, 25 lb. to chest height; some overhead lifting.
- Ability to climb and work from ladders safely.
- Occasional long periods of standing.
- Work in enclosed, dusty, hot, or cold surroundings, indoors and outside.

Benefits

Compensation: \$15 to \$20 per hour, and will be reviewed annually.

The position is eligible for group health benefits.

Paid vacation and sick leave as Personal Time Off (PTO) days.

Other Requirements:

Required experience: Custodial, Building and Grounds maintenance: 1 year

Required education: High school or equivalent

Required language: English

Faith: Christian belief in full agreement with Canaan Baptist statement of Faith.