

Church Custodial & Maintenance Position
Christ Church, 5109 Washington Avenue Racine WI 53406

Effective: By March 2024 with paid training starting as early as February 2024.
Status: 20-30 hours: Flexible schedule over Monday-Friday and/or Saturday as needed. / Hourly

Position Summary

This position is hired by the Staff Parish Relations Committee (SPRC on behalf of Christ Church. This position will be accountable to and under the supervision of the lead Pastor. A church custodian and maintenance person maintains the facilities and grounds of the church in the support of ongoing ministry held on and launched from the premises. In general, you will be responsible for the appearance and cleanliness of the church along with event set up and activities that involve the upkeep of the building and its equipment/grounds.

Scope of Work

Custodial duties include but are not limited to:

- Vacuuming all carpeted floors weekly and pews and cloth chairs as needed.
- Dusting of areas that are accessible on ground level and areas that require a small step ladder.
- Cleaning/stocking of bathrooms (Monday & Friday). (Scrubbing/mopping of floors and walls, cleaning of all sinks and toilets and keeping bathroom paper and soap products supplied and on hand.)
- Cleaning of all glass; this would include, but not limited to all doors, windows, lights, etc.
- Cleaning of the Kitchen; Wipe off all counters, clean the sinks and mop the floors as needed.
- Collections of garbage and recycling and transport to the onsite dumpsters.
- Additional cleaning between the standard weekly schedule will be needed when special events or services are held (week before Easter, Christmas, weddings...)
- Covering for the child care cleaner during vacation or sick days, they do the same for you.

Maintenance duties include but are not limited to:

- Keep exterior grounds and buildings clean and neat.
- Clean and clear all snow and ice as it accumulates, from entryways and sidewalks, not accomplished by the snow plowing. Making sure safe and easy access is provided at all times to the building.
- General maintenance and monitoring of the major appliances, lighting, plumbing, heating and cooling systems in the building. Evaluate and respond to any building needs or emergencies, such as blown fuses, leaks, etc. You will be responsible for making those repairs, or scheduling maintenance and repairs with contractors with the Pastors approval.
- Do minor installations, repairs, painting, maintenance and replacements. Examples: Light bulbs, wood trim, loose or missing screws, switches, doors, windows, etc. Both interior and exterior.
- Standard required maintenance for the Kitchen appliances. Refrigerators (Clean Coils and Condensers), Stove and Oven Cleaning (As Needed), Cleaning of Sinks and Traps, Dishwasher (As Needed)
- Set up and take down tables & chairs in rooms as needed for various groups.
- Order kitchen and cleaning supplies.
- Other tasks as indicated by the Pastor or persons designated to support ministry.

Additional hours available as needed if able/desired:

- Plow the parking lots and clear the sidewalks in the winter using provided plow truck and snowblower.
- Perform routine maintenance on lawn and snow removal equipment. (check oil, grease, move plow, etc.)
- Perform grass cutting (riding lawn mower), tree and bush trimming, watering and fertilizing, or any other activities, so as to achieve an attractive and well-maintained appearance.

Qualifications & Abilities

1. Supportive of Christ Church's mission, vision, discipleship process, culture and direction.
2. Person of integrity who embodies the values of the Christian faith in work interactions.
(Decisions based on what's best for the church/ministry, good character, forgiving, loving, trusting, honest).
3. Exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, attention to detail, teachability, accountability, flexibility.
4. Able to work 20-30 hours/week.
5. Basic custodial & maintenance skills.
6. Ability to prioritize tasks, manage time and set own schedule well, a self-starter who can also take direction.
7. Able to work as a team: follow directions from the Pastor and SPRC.
(Share "issues" with Pastor, then SPRC if needed, not with others, accept final decisions).
8. Ask for help/guidance if needed. Take initiative, do your best and grow through experience.
9. Agree to/live out the expectations of this job description and employee policy handbook.
10. Help out in other areas of Church ministry when needed.
11. Able to pass a background check and work in a facility that has minors present.

Physical Demands:

Able to maneuver cleaning and maintenance tools, able to lift up to 50 pounds.

Work Environment:

An office and necessary equipment is provided on the church grounds.

Core Competencies:

Organizing. Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.

Planning. Accurately assesses the length and details of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Trust and integrity. Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches/teaches.

Compensation/Support Package:

1. Hourly wage based on average for a custodian & maintenance position and consideration of experience.
2. Raises and/or bonus available upon yearly review if budget, cost of living, and merit allows.
3. At-will employment, if a transition is needed a months' notice is required and will be given in normal situations.
4. Paid vacation included with days accumulating related to years of service.
5. 403b (401k) with employer matching contribution percentage.
6. Childcare available on site at free or reduced cost per compensation package negotiation.

If interested, contact Rev. George Kafer at: revkafer@gmail.com or 262-632-1607