



Building Custodian Position Description

Position Description: Building Custodian

Position Classification: Part-time, hourly

Compensation: \$26 per hour paid every other week.

Benefits: Eligible for benefits according to the First Unitarian Society of Denver Personnel Policy Manual

Reports To: Church Administrator

Hours: Part-time up to 15 hours per week. Flexible schedule as needed by the church - determined in consultation with the Church Administrator and Property Management Chair.

Primary Responsibilities:

- Preventative maintenance and at least weekly monitoring of the various building systems for early detection of needed repairs
- Complete maintenance and repairs as needed, or contract with contractors to complete them in coordination with Church Administrator
- Perform janitorial services per the work schedule (twice a week), plus spot cleaning at other times, particularly those areas with heavy use
- Estimate expenses and work within a budget.
- Purchase parts and supplies needed for cleaning and maintenance projects
- Attend Property Management meetings at least quarterly.
- Contact Church Administrator and PMC chair about all cleaning and repair issues as needed
- Assist the Property Management Committee in preparing the annual budget in February and March.
- Assure that weekly duties and the tasks agreed upon in schedule are completed on time.

Weekly Responsibilities (work schedule to be agreed upon with supervisor)

- Meet with Church Administrator to coordinate rentals, room use and cleaning schedule
- Prepare Sanctuary for Sunday services (once a week)
- Set up for rentals; clean up if necessary or if specified in rental contract
- Set up and cleanup for meetings of church committees and church events
- Maintain safe fire exits, both inside and out
- Organize janitorial supplies, keep storage spaces neat and organized, label and organize supplies so staff and volunteers can locate supplies;
- Supplement the efforts of contracted snow removal services as needed.
- Care for external building and grounds; clean up, basic maintenance, plant care, sprinklers, tree lawn, tree services.(twice a week or as agreed in work schedule)
- Reset the outside display sign on Mondays.

Qualifications:

General knowledge of major building systems: mechanical, electrical, HVAC, plumbing, and sprinkler system.

- Able to use tools, including power tools, in a safe and effective manner

- Able to follow instructions and follow through on assigned tasks.
- Must be self-starter, self-motivated, and have excellent follow-through
- Able to work a varying schedule, including Sundays when needed
- Able to determine best value on supplies and services, fees, and follow through with contractors
- Able to work under stress, with deadlines, and maintain a positive attitude.
- Able to explain problems to vendors, church staff and volunteers and help propose solutions.

Education or Formal Training:

- High School or equivalent required, college education preferred
- Experience or training in building maintenance and general construction
- People skills required, management skills preferred

Working Environment/Physical Activities:

- Frequent climbing, bending, stooping, reaching, and lifting up to 50 lbs.
- Able to work in a variety of weather conditions
- Often solitary work environment
- Be familiar with telephone and computer for communication and posting updates

Employment with First Unitarian Society of Denver is considered at-will. Employees may end their work relationship with First Unitarian Society of Denver without advance notice for any reason. First Unitarian Society of Denver retains the same right.