

## **Housekeeping/Maintenance Tech**

### **Job Summary**

The Housekeeping/Maintenance Technician maintains cleanliness and upkeep of buildings, equipment, and grounds. Assists in office moves, room setups, and performs minor repairs of the church offices and buildings. This person will also be expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer and other appropriate ways as this person serves the Lord Jesus Christ and CRC families.

### **Essential Duties and Responsibilities:**

- Performs general cleaning duties such as, but not limited to, dusting, cleaning bathrooms and break rooms, vacuuming sanctuary, scrubbing and varnishing floors, cleaning windows, picking up trash and emptying trash receptacles
- Sets up and breaks down rooms for meetings and events
- Changes light bulbs as needed
- Use of common hand tools, performs minor repairs
- Ensures all floors are kept in a neat fashion at all times to include automatic scrubbing and buffing
- Performs deep cleaning of church facilities including, but not limited to; strip/wax floors; paint interior offices
- Assists with carpentry and plumbing work
- Repairs doors, locks; installs window blinds
- Performs outside custodial duties such as snow removal as required and other general lawn care
- Ensures all work is performed in accordance with established policies and procedures and in compliance with safety standards
- Opens and closes building, securing all entrances.
- Drives church vehicles as required, following all policies and safety standards.
- Interacts in a pleasant, cooperative manner at all times with all ministry workers, vendors and visitors, in support of church activities
- Ensures all work is performed in accordance with established policies and procedures
- Performs other duties as assigned.

### **Education/Experience:**

- High school diploma or GED
- 2 years' prior experience
- Must be 18 years of age or older
- Experience in performing light building and facility maintenance/janitorial is preferred
- Experience in scrub/buffing floors is preferred.

**Physical Demands:**

- Ability to lift, carry, walk, sit, push, pull; must be able to continuously move during work hours and able to lift and/or carry 35 lbs.

**Work Environment:**

Ability to work well in a church environment

Ability to work week-ends

Ability to work a flexible schedule, including evenings, nights and holidays

Job Type: Full-time

Salary: \$11.00 to \$12.00 /hour