

Job Title: Church Facility Technician

Organization: Southminster Presbyterian Church

Pay Rate: \$17.00/hour

To Apply: Email pastor@southminsterpres.org

Qualifications: Must be physically and medically capable to move and lift tables and chairs as well as cleaning equipment (50lbs or less). Must be able to receive and comply with written and verbal instructions. Able to work independently.

General Description: Southminster Presbyterian Church is seeking a Church Facility Technician to provide custodial services to our building and furniture set up for church activities and events. This part-time position is hired for 12 - 17 hours a week, but the schedule of these hours may be agreed upon by the employee and supervisor.

Responsibilities & Duties:

- Clean church building twice a week (typically Mondays and Fridays), including but not limited to: cleaning of restrooms and kitchen areas, classrooms, and worship spaces, cleaning floors (vacuum, sweep, mop), sanitizing glass, doors, and water fountains, pick up trash and debris in parking lot and lawn, and taking out trash and recycling.
- Clean bathrooms three times/week (Sample schedule: Monday, Friday, and once mid-week)
- Set up rooms for church activities and other events including putting up or taking down chairs and tables, and moving sanctuary furniture (piano, table, pulpit, lectern).
- Be available for additional cleaning of sanctuary or chapel after a wedding; additional pay will be provided for this service.
- Do minor repairs as needed.
- Notify Church Office Administrator when supplies are running low to order more.
- Keep track and submit all hours worked on timesheet.
- Other duties as assigned.

Supervisor: Pastor/Head of Staff

Hours: 12-17 hours/week

Time Off: Two weeks (unpaid)

Schedule:

- The schedule can be negotiated based on the church's calendar and the employee's schedule, but a sample weekly schedule would be:
 - Monday & Fridays: Church building cleaning
 - One midweek bathroom cleaning
 - Room set-up may happen on employee's schedule, so long as rooms are ready in advance of events and the set-up does not conflict with other events on the calendar.

Preference will be given to applicants who are not members of Southminster Presbyterian Church.