

Urban Grace

Job Description and Qualifications

Position:	Custodian
Department:	Facilities
Reports To:	Facility Manager
Type of Position:	27 hours a week
Compensation:	\$18.75/hour

Basic Summary

Provide consistent and thorough upkeep of the building through cleaning, security, room set up, and basic maintenance in order to support the ministry of Urban Grace and its ministry partners.

Essential Job Functions

1.	Cleaning of specified rooms in the church including bathrooms, kitchens, offices, multi-purpose rooms, etc.
2.	Room set ups for ongoing and special events.
3.	Removal of debris and recyclables throughout building and restocking of supplies in kitchen & bathrooms.
4.	Various building upkeep projects such as painting, minor plumbing/carpentry/electrical repairs, etc. including inventory of cleaning and maintenance items.
5.	Perform larger custodial projects as needed such as carpet cleaning, supply organization, moving furniture, etc.
6.	Security during hours of operation including securing doors and windows, addressing and/or reporting any suspicious behavior, checking rooms/hallways, etc.
7.	Consistent, clear, and immediate communication to Interim Facilities Manager including general facility observations and concerns, building equipment upkeep suggestions, and preventative maintenance suggestions.
8.	Other duties as assigned.

Qualifications

- Reliable, honest, self-motivated and hard-working
- Flexible evening and weekend schedule. Thursdays (at least 4 hours) and Sundays (at least 4 hours) required.
- 6 months-1 year experience in both custodial and basic maintenance preferred
- High school diploma or GED equivalency
- Verbal and written communication skills in English as well as via email and text messages
- Respect for inclusive religious environments

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk, hear, read, and write. • Job requires physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, climbing stairs, and the ability to lift at least 50 pounds. Also need to be able to climb ladders and navigate roof or elevated positions.
- Stamina to maintain continuous physical effort for the duration of the shift on a regular basis.

Work Environment

- General labor working conditions for a downtown location. Portion of time is spent in general office working conditions. • The noise level in the work environment is usually moderate.
- Some exposure to noise, odors, and worksite hazards.

Urban Grace is an Equal Employment Opportunity employer.

Interested persons should respond via email with a resume and references to the facility manager, Angela Westergreen, angela@urbangrace.org