

## Custodian & Maintenance Specialist

### Job Description

Job Title:	Custodial & Maintenance Specialist	Job Code:	FO520
FLSA:	Non-Exempt	Hours/Week:	40 hours/week
Incumbent:		Department:	Operations
Revised:	April 21, 2023	Supervisor:	Office Manager

### General Function

The Custodial & Maintenance Specialist is responsible for helping to keep the facilities of Manchester UMC in a clean, orderly, and functioning condition so that the church can better fulfill its mission. This person follows established protocols and quickly reports any safety hazards they observe. They regularly seek opportunities to improve efficiency and lower expenses.

This person is a non-anxious presence who is comfortable with interruptions and change. They must be detailed and organized. They must have the ability to interact with others in a professional and courteous fashion.

This person will be a compassionate and collaborative team member, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

### Entry Requirements/Qualifications:

- High School diploma or equivalent experience
- Prior custodial or facilities experience
- Basic maintenance skills
- Experience with construction, mechanical, and/or electrical systems is a plus
- Must be able to stand for long periods of time
- Must be able to lift up to 50 lbs. and over 50 lbs. with a two-person lift
- Must be able to push/pull carts weighing up to 100 lbs.
- Must be able to climb, squat, stoop, kneel, crouch, bend, twist, reach, lift, grasp, push and pull on a frequent basis
- Must be comfortable with ladders, lifts, and heights

### **Primary Duties and Responsibilities:**

- Clean and maintain all flooring surfaces using prescribed tools, methods, and products (e.g., sweep, vacuum, mop, scrub, polish, steam, etc.) Clean windows, window coverings, and walls using prescribed tools, methods, and products
- Clean and maintain furniture, fixtures, and other equipment using prescribed tools, methods, and products
- Clean and sanitize restroom surfaces and restock supplies using prescribed tools, methods, and products
- Clean and sanitize preschool surfaces using prescribed tools, methods, and products
- Collect and transport trash, recycling, and debris to designated outside receptacles
- Launder, fold and restock linens and other washable supplies
- Ensure all chemicals are stored and handled according to safety instructions and protocols

### Basic Maintenance

- Perform basic wall, flooring, and other repairs (drywall, painting, etc.)
- Assemble, troubleshoot, repair, and replace fixtures and equipment (e.g., doorknobs, locks, faucets, lights, toilets, sinks, cleaning equipment, etc.)
- Securely affix wall and ceiling mounted items

### Other

- Move furniture, equipment, and supplies as needed
- Lock and unlock rooms and spaces as requested
- Adjust thermostat and lighting controls as requested
- Help with grounds maintenance as needed
- Report any items needing maintenance or repair or any safety hazards
- Ensure all custodial workspaces, carts, and storage areas are organized and clean
- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies, and vision to ensure alignment
- Other duties as may be assigned by the Office Manager to support the ministry of Manchester UMC

### **Skills & Talents**

- Must have a passion for Christian ministry as expressed by Manchester UMC
- Must be collaborative, compassionate, and solutions-oriented
- Must be able to work independently as well as in team environments
- Must possess strong time management skills and good organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way

### **Work Environment**

- This person is expected to work 40 hours per week. The typical hours for this role are Monday through Friday from 7:30a to 12:30p and 1p to 4p Monday through Friday. A 30-minute unpaid lunch break is provided and typically taken from 12:30p to 1p. There will be occasional weekends and evening hours.
- Position is eligible for health benefits, employer retirement account contributions, paid holidays, vacation days, and sick days
- Manchester UMC is a large, historic, and vibrant United Methodist church located in West St. Louis County, Missouri. More information about the church can be found online at <http://www.manchesterumc.org/about>

### **Comments**

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

### **TO APPLY:**

Interested applicants should email cover letter and resume to [hr@manchesterumc.org](mailto:hr@manchesterumc.org). No phone calls please.