

CHURCH MAINTENANCE ASSOCIATE
MONADNOCK COVENANT CHURCH

<p>Terms of Em- ployment:</p>	<p>Reports To: Lead Pastor(s)</p> <p>Work Year: Year Round</p> <p>Hours of Work: Up to 20 Hours per week, daily hours vary.</p> <p>Rate of Pay: As determined by years of relevant experience</p> <p>Benefits Category: Part Time</p> <p>Supervises: Does not supervise anyone</p> <p>FLSA Status: Non Exempt</p> <p>Evaluated By: Lead Pastor(s)</p>
<p>Education and Experience:</p>	<ul style="list-style-type: none"> • Experience in janitorial work or similar experience preferred
<p>Job Skills and Knowledge:</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Janitorial best practices <p>Skill in:</p> <ul style="list-style-type: none"> • Various maintenance and cleaning practices • Exhibiting exceptional attention to detail. • Multitasking. • General organizational and schedule keeping • Planning and organizing work. • Strong interpersonal and communication (written and verbal) skills. <p>Ability to:</p> <ul style="list-style-type: none"> • Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff, the congregation, and the community, including during difficult and emotional situations. • Maintain confidentiality and handle sensitive data. • Maintain calm demeanor in the midst of stressful situations. • Exhibit strong attention to detail. • Communicate effectively in English, both orally and in writing. • Learn and interpret rules, regulations, laws, instructions and procedures. • Compile information from various sources and prepare basic and standard reports. • Adapt to changing circumstances; be flexible. • Work with other staff and volunteers in a collaborative manner.

<p>Duties and Responsibilities:</p>	<p>Cleaning and Maintenance:</p> <ul style="list-style-type: none"> • Weekly set-up of sanctuary, including moving chairs, vacuuming, straightening etc. • Weekly set-up and tear down of MCC Children’s area, as directed by MCC Children/Youth director. • Weekly cleaning of bathrooms, or more as necessary. • Maintains stock of paper products, cleaning supplies etc., and communicates needs to Office. • Miscellaneous small maintenance and organizational tasks, as necessary. • Keeps track of necessary tasks each week. • Attends weekly staff meetings. • All other duties as assigned <p>Special Projects</p> <ul style="list-style-type: none"> • As assigned. • There will occasionally be special events that require special set-up in the sanctuary or other areas. These include funerals, weddings, meals and other gatherings.
<p>Working Environment:</p>	<ul style="list-style-type: none"> • Must have the use of sensory skills in order to effectively communicate and interact with other employees, congregants, and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls • Physical capability to effectively use and operate essential equipment including, but not limited to lawnmower, vacuums, chair dolly, mops and brooms, snow shovels etc. • Some significant lifting and moving, up to 75lbs. Some use of ladders, various hand tools. • The work is generally performed in the building, on your feet. Some outdoor work required. • This position is subject to a volume of work that requires adherence to deadlines and workload goals which may be stressful and create pressure to meet goals and deadlines
<p>Approval Date:</p>	<p>Current</p>