

**Our Saviour's Lutheran Church
Phoenix, Arizona**

Position Description			
POSITION TITLE	Property Maintenance/Custodian	DATE APPROVED	11/17/2018
REVIEW DATES			
POSITION TYPE	Part-time; non-exempt		

Position Summary

This position supports Our Saviour's Lutheran Church and its mission to "share God's story, grow in God's love and serve God's world together in Christ" by coordinating and performing the property maintenance functions to create a welcoming environment. This includes working with contractors for landscaping, irrigation and waste management, cleaning, ordering and stocking supplies, performing preventive maintenance, making and/or overseeing plumbing, electrical, and other repairs, setting up rooms for events, and other property related tasks. All functions are performed under the direction of the Pastor, who is the Personnel Supervisor.

Duties and Responsibilities

1. Routinely clean inside the sanctuary, fellowship hall, and office, including restrooms, and arrange for occasional intensive cleaning (e.g., carpet shampooing).
2. Ensure efficient operations by ordering property maintenance supplies, stocking supplies including in the bathrooms, and keeping inventory of stock.
3. Regularly inspect the church grounds to pick up litter, identify any damage or potential safety or security issues, sweeping and blowing as needed.
4. Set up rooms for meetings, events, or conferences, including chairs, tables and audio-visual equipment.
5. Work with landscaping contractors and volunteers to ensure proper maintenance of plants as well as sprinkler and irrigation systems. Arrange for special landscaping (e.g., tree trimming) services when appropriate.
6. Perform preventive maintenance on plumbing, electrical, air handling, and other systems, making and/or overseeing repairs performed by others.
7. Identify property issues and needs and notify Personnel Supervisor and/or Property Committee.
8. Interact with groups renting space on the church campus regarding property use questions.
9. Perform additional duties as assigned.

Supervisory Responsibilities

This position has no direct supervisory responsibilities but may provide direction for contractors and for volunteers assisting with property related tasks.

Physical Requirements/Working Conditions

This position is located on the campus of Our Saviour's Lutheran Church. The normal work week shall consist of five (5), 4-hour days. Ordinarily, work hours are from 8:00 a.m. – 12:00 noon, Monday through Friday, but may vary occasionally due to unusual events or needs. There will be one paid fifteen (15) minute break during the normal schedule.

- Requires extensive walking, bending, climbing, and standing.
- May be required to lift up to 40 pounds.
- Requires use of computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

Qualifications

- A minimum of 2 years of experience in property maintenance.
- Strong mechanical and communication skills.
- Demonstrated high level of professionalism and integrity.
- Ability to work independently.
- A negative drug test.

Compensation and Benefits

Pay is consistent with wages for similar positions in churches and not for profit organizations, and in consideration of the background, training, and experience of the employee.

Vacation time is earned monthly and may be used after six months of service. Two weeks of paid vacation are earned in the first four years with increases after that time. Eight paid holidays are observed.

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Sick Leave is earned upon hire, with one hour of paid sick leave for every 30 hours worked up to 24 hours annually as required by law. Other leaves are available for special circumstances (e.g., bereavement, jury duty, military service).

The church uses a “defined contribution” approach for medical insurance, contributing a fixed amount determined on an individual basis at time of employment and reviewed annually.