

JOB DESCRIPTION – Church Custodial/Maintenance

- Title: Church Custodial/Maintenance Engineer
- Responsible to: Administrative Pastor or her/his designee.
- Objective: To provide a welcoming atmosphere and to oversee the efficient operation of the church building and grounds.
- Employment Status: Part-Time (No Benefits) 25 hours per week
- Qualifications:
- High school diploma or equivalent
 - Experience in building and grounds operations
 - Specialized experience with plumbing, electricity, or HVAC maintenance (a plus)
 - Familiarity with computers and software relating to maintenance and inventory
 - Familiarity with common cleaning products and equipment
 - Ability to read chemical labels.
 - Ability to read material safety data sheets (MSDS)
 - Mechanical skills
 - Attention to detail
 - Ability to regularly lift items that are 50-100 lbs.
 - Valid driver's license
 - Strong communication skills
 - Strong organizational skills

Responsibilities:

- Perform basic maintenance and repairs as needed
- Setup/take down and clean up for events
- Clean assigned interior church spaces
- Serve as liaison to Appleton Bilingual School building maintenance/custodial staff.
- Perform preventive maintenance, repair, and installation in connection with:
 - Electrical, plumbing, and HVAC systems
 - Exterior and interior of building
 - Church grounds
 - Bowling alley
 - Tower clock & bells
- Other duties as assigned