

BUILDING ASSISTANT at St. John the Evangelist Episcopal Church

DESCRIPTION / REQUIREMENTS:

This position is a 15-18 hr / week position: weekday evenings; Monday thru Thursday 6:30 pm to 9:30 pm, Friday 4pm to 7pm. Some flexibility and additional hours possible.

This job consists of routine work to maintain the cleanliness of our facility and grounds.

Under the supervision of the Building Manager the Employee will receive general direction from a daily checklist, weekly task List and a monthly Special Detail list. There will be a printout of General Setups (only when issued). Work is evaluated through observation the next morning by the Building Manager and by inspection of completed tasks and General Setups.

The employee will need to be a self-starter and have the ability to complete their daily tasks list.

ESSENTIAL JOB FUNCTIONS:

- 1) Performs building inspection to ensure building security (locking up at the end of their shift)
- 2) Cleans buildings by sweeping, dusting, mopping, vacuuming, washing surfaces, etc.
- 3) Moves and stores furniture and equipment with the help of the building manager or sexton if requested
- 4) Removes snow and ice
- 5) Requires bending and lifting, pushing, carrying, climbing, etc.
- 6) Performs other duties as assigned.

EXAMPLES OF WORK:

- 1) **General building maintenance:** clean bathrooms, dust, wash windows, scrub walls, clean furniture, fill dispensers, clean drinking fountains, clean trash cans, secure building
- 2) **Floor maintenance:** pick up trash from floors, vacuum, sweep, dry and wet mop
- 3) **Outdoor maintenance:** pick up lawn debris, shovel snow (at night if needed), clean entry ways
- 4) **Operate cleaning equipment:** vacuum cleaner, wet and dry mops, brooms
- 5) Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- 1) Working knowledge of cleaning materials and equipment
- 2) Ability to communicate effectively in writing and orally
- 3) Ability to work outdoors under adverse weather conditions
- 4) Ability to climb ladders and stairs and to stand for prolonged period of time
- 5) Ability to pick up and carry 65 pounds
- 6) Ability to learn and practice acceptable cleaning methods
- 7) Ability to be a self-starter / work alone at night or on days.
- 8) Interact positively with Parishioners & Co-workers
- 9) Performs other duties as assigned
- 10) Flexibility with schedule