

EMMANUEL LUTHERAN CHURCH

JOB DESCRIPTION

March 2016

TITLE: *Outside Building Maintenance*

This position is part-time. The hours are set and revised by the Church Property Committee and/or the Pastor. The primary focus of this position is to serve the church by maintaining the outside church grounds, parking lots and building. He/she will also assist with light mechanical repairs inside and outside of the church building.

REPORTS TO: Church Council/Pastor

QUALIFICATIONS:

1. Must have a general knowledge of basic landscaping tasks to insure the perpetuation of the vegetation on the property.
2. Knowledge of cleaning chemicals/solutions and other chemicals/solutions associated with the work required for this position to ensure personal and visitor safety.
3. Must have mechanical skills that allow the maintenance of equipment of the church and the church infrastructure.
4. This position requires the physical ability to perform all the cleaning and maintenance functions required including but not limited to lifting up to 50 pounds and ladder usage.
5. Must have good communication skills and the ability to work with others in the church environment.
6. Must maintain personal initiative to complete routine and recurring tasks without direct supervision to ensure that the cleanliness and maintenance of church grounds and facilities are maintained to expected standards.

Duties:

1. Perform the cleaning and maintenance tasks prescribed by the Property Committee and/or Pastor. Adhere to the schedule provided for weekly and periodic cleaning and maintenance tasks unless unanticipated problems arise or the schedule is modified by the Property Committee or Pastor.
2. Report all issues, problems, deviations from schedule work, or concerns with your work to the Church Office Secretary, Property Committee, or Pastor.
3. Other Duties that are added, revised, or deleted by the Property Committee, Pastor, or Congregation Council.

Revised: March 2016