

**Maintenance Worker
Job Description**

Last Updated 4/12/17

Duties and Responsibilities:

- I. Under supervision of the Director of Finance & Building, this position prepares rooms for meetings and scheduled events throughout the week.
 - a. Arrive first at church each morning for interior/exterior building/security check
 - b. Reports any lock up/cleaning issues from Complete Cleaning's schedule.
 - c. Does all assigned tasks from weekly schedule and any unassigned task that arise-set up/take down of tables/chairs/risers, empty trash, etc.
 - d. Maintain ability to lift up to 50 pounds.
 - e. Works cooperatively with church members in the execution of ministries
 - f. Works cooperatively with the staff of ACDC in cooperation with the Director of Finance and Building

- II. Makes minor repairs to electrical and plumbing fixtures, furniture, equipment, and reports to the Director of Finance & Building any major repairs requiring attention of outside service contractors.
 - a. Light painting projects as needed.
 - b. Maintain knowledge and usage of hand/power tools.
 - c. Ability to climb ladders to change light bulbs, clean gutters, etc.
 - d. May obtain estimate for supplies, repair parts, and order parts as needed.

- III. Maintains and cleans, including sweeping, mopping, vacuuming (areas not under contract with Complete Cleaning):
 - a. Fellowship Hall
 - b. Large Kitchen off of Fellowship Hall
 - c. Stage area
 - d. Sidewalk Snow removal during work hours (heavy work and after hours done under contract)
 - e. Disciples Garden fountain - water maintenance.
 - f. Any area in church/school during work areas from accidents-water leaks, spills, etc.

- IV. Along with the Director of Finance & Building, inspects buildings and grounds for assurance that all is being kept safe and well maintained.
 - a. Accountable to the Board of Trustees
 - b. Stay up to date through Director of Finance & Building of asbestos in building. Maintain knowledge of disposal conditions through the Director and Sussex Environmental Consultants.
 - c. Check outside grounds/playground for trash
 - d. Works routinely with volunteers

- V. Is responsible for reporting any improper performance of controls, valves, motors, thermostats, filters, equipment and tools, etc. and reports to the Director of Finance & Building on any major repairs requiring outside service for solution of problem. Accompany contractors in building for repairs.

- VI. Works with-community service workers if approved by the staff.
- VII. Organize/prepare recycling for pick up.
- VIII. Take bulk mailings to Rt 50 Post Office.
- IX. Maintain stock of janitorial supplies
- X. Assist Director of Finance & Building in securing information for contracts, including making phone calls and/or face to face meetings.

Physical requirements: Work involves frequent periods of walking and standing, which may include climbing ladders and staircases. While performing the duties of this job, the employee is frequently required to stoop, kneel, bend, climb or balance, use of hands and arms to handle, feel, grip, reach objects; indoor/outdoor work environment.

Be familiar with and adhere to the Safe Sanctuary Policies of Asbury United Methodist Church.

Other duties as assigned.