



# Trinity United Methodist Church

“Make disciples for Jesus Christ, transform the community and world.”

“In obedience to Matthew 25, Trinity’s mission is to challenge both ourselves and our communities to share the Good News of the Kingdom of God through acts of mercy and justice, compassion and love, piety and intentional faith development.

|                            |                      |                        |  |
|----------------------------|----------------------|------------------------|--|
| <b>Job Title:</b>          | Facilities Caretaker | <b>Accountability:</b> | Supervision-Senior Pastor<br>Annual Performance Review-Senior Pastor |
| <b>Level/Salary Range:</b> | \$11-15k             | <b>Position Type:</b>  | Part Time: 10-15 hours per week                                      |

### Job Description

**GENERAL PURPOSE OF POSITION:** To work in concert with the senior pastor & staff in order to “Make disciples for Jesus Christ, transform the community & world.”

### ROLE & RESPONSIBILITIES

Description: The Facilities Caretaker shall be a person of mature faith who is committed to serving Trinity’s faith community in this role. Duties involve appraising the trustees & the Senior Pastor of facility issues, scheduling repairs & required assessments, & keeping the facilities clean & functioning.

### **Responsibilities (See Summary Schedule attached):**

**\*Re-evaluate after 90 day probationary period**

#### Managerial

- Be familiar with the contractors utilized by the church for major repairs, in particular for heating & air conditioning. Conduct routine facility infrastructure maintenance (e.g. changing filters) or schedule & oversee maintenance performed by contractors.
- Advise the trustees on improvement priorities & any items requiring attention of the leadership of the church.
- Work in consultation with Administrative Assistant to make sure we have enough supplies.

#### Outside

- Ensure lighting timers are working properly.
- Take trash bins to the curb on scheduled city trash pick-up days. Ensure bins are returned to corral after trash has been collected. Keep corral reasonably tidy.
- Pick up any trash/debris on church grounds.
  - Coordinate with Trustees on any work requiring a contractor: e.g. removal of a downed tree, towing of abandoned vehicles, etc.

#### Fall and Spring

- Clean windows (church, 1<sup>st</sup> floor of office) at the beginning of spring & fall.
- Clean gutters once during the fall after leaves have fallen from trees.

#### Winter

- As needed, apply ice-melt to walks & stairs. (Another company currently takes care of shoveling.)

#### Office Building & Counseling Center

- Dust & vacuum whole building once a week.
- Remove trash Monday, Wednesday, & Friday.
- Clean bathroom sinks & toilets, mop bathroom floor once a week.
- Wipe & tidy kitchen once a week (note; not responsible for doing dishes in sink).
- Stock paper products in bathrooms & kitchen.
- Change light bulbs &/or fixtures as needed.
- Touch-up painting as time permits.

#### Sanctuary

- Vacuum & dust Friday or Saturday
- Change light bulbs (assistance needed with high ones – AV team handle the floods lights)
- Dust & straighten altar area (remove cobwebs from side windows & from under pews).
- Shampoo carpets once per year.

#### Rest of Church Building

- Dust & mop floors once a week.
- Lightly buff floors 1 time per year & for special occasions.
- Remove trash (Monday, Wednesday & Friday).
- Vacuum a minimum of once a week; more often as needed in any high use areas.
- Dust once a week.
- Change light bulbs & fixtures as needed.
- Clean bathroom sinks & toilets, mop bathroom floors once a week. Clean public drinking fountains once a week.
- Clean AC filters in classrooms & hallways every quarter.
- Wipe kitchen once a week– stock soap & paper products.
- Clean inside of windows every quarter
- Shampoo carpets
  - MPR – Twice a year, rest of building once a year

#### Large Church Events

- Help set up MPR for events per diagram when asked
- Wipe down bathrooms near MPR & stock with paper products before the event
- Vacuum MPR if needed before the event
- After the event, ensure that the agreement (“Terms & Agreements for the Use of the Facilities”) signed by the participants using the facility has been fulfilled.

#### Other Responsibilities:

- Must be able to lift 50lbs consistently & occasionally up to 100lbs

#### **ADDITIONAL NOTES**

*To apply send professional resumé to [seniorpastor@trinityfrederick.org](mailto:seniorpastor@trinityfrederick.org)*

| <b>As needed</b>                               | <b>More than once a week</b> | <b>Weekly</b>   | <b>Monthly</b>  | <b>Quarterly</b>            | <b>Annual (A) or Semi Annual (SA)</b> |
|--|------------------------------|---|-----------------|-----------------------------|---------------------------------------|
| Inspections , repairs & service by contractors | Remove trash 3 times/week    | Trash bins to curb & back   | Advise Trustees | Clean inside of windows     | SA – clean outside of windows         |
| Coordinate supplies with Admin Asst.           |                              | Dust & vacuum entire facility. Also straighten altar area         |                 | Clean or replace AC filters | A – clean gutters                     |
| Timers   |                              | Clean sinks, toilets & mop floors in bathrooms in church building |                 |                             | A – Shampoo carpets in church         |
| Trash on grounds                               |                              | Clean drinking fountains  |                 |                             | SA – Shampoo carpet in MPR            |
| Ice-melt on walks/stairs                       |                              | Dust & vacuum office  |                 |                             | A – Lightly buff floors in church     |
| Minor repairs, light bulbs, fixtures           |                              | Mop kitchen in office   |                 |                             |                                       |
| Touch-up painting                              |                              | Clean sinks, toilets & mop floors in bathrooms in office building |                 |                             |                                       |
| MPR set up, cleaning for events                |                              |   |                 |                             |                                       |
| Buff floors for special events                 |                              |   |                 |                             |                                       |