

Friendly Avenue Baptist Church
Custodial & Maintenance Support
Part Time Position (24-28 hours per week)

Responsibilities

Weekly

- Assist with the setup, preparation, and cleaning of facilities for church events, special events, and building operations.
- Clean the Ministry Center and assist with cleaning of other facilities as needed (vacuuming, emptying trash, cleaning restrooms, setting up/tearing down chairs and tables, etc.).
- Conduct a daily walk-through of all parking lots to pick up or remove trash and debris.
- As able, perform minor plumbing repairs/projects (repair leaks, replace fixtures, etc.), carpentry repairs/projects (doors, cabinets, etc.) and electrical projects (replacing bulbs, upgrading light fixtures, replacing receptacles and switches, etc.).
- Other responsibilities as assigned.

Monthly

- Conduct a walk-through of all buildings and grounds owned and operated by the church, to ensure the safety of all personnel and guests by ensuring buildings and grounds are safe and secure, and in compliance with all city, county, and state codes.
- Maintain and service all tools and equipment, maintain labels on all components (i.e., breaker panels, outlets, switches, fire exits, emergency lights, etc.).
- Conduct a walkthrough to ensure there are no fire code violations.

As Needed

- Touch up paint and/or paint entire rooms and hallways.
- Schedule all church-owned vehicle inspections, maintenance and service calls, arranging delivery and pick up.
- Wash and/or wax church vehicles.
- Prepare baptistry for designated services (cleaning baptistry, filling with water, etc.).
- Assist with outside landscaping and yard maintenance projects as needed (trimming bushes, spreading mulch and pine straw, etc.).
- Pressure wash sidewalks and other exterior areas as needed.
- Maintain all facilities and equipment, performing needed repairs or obtaining quotes from contractors for needed repairs ensuring work is completed in a timely fashion.

Semi-Annually

- Clean ice maker.

Annually

- Coordinate, schedule, and supervise all service calls, preventative maintenance and inspections for buildings and equipment (i.e., HVAC, Boiler, Elevators, Alarm System, Fire & Sprinkler System, Kitchen Hoods, Kitchen Serving Window Doors, Carpet cleaning, Termite, etc.).

Requirements

- Strong verbal and written communication skills.
- Reliable and trustworthy.
- Excellent time management skills.
- Ability to follow instructions and work well with others.
- Ability to perform each responsibility satisfactorily.
- Physical stamina and dexterity (prolonged periods of standing or walking).
- Must be physically able to climb ladders.
- Must be able to lift up to 25 pounds at a time.