



UNITED PARISH IN BROOKLINE

Job Description **United Parish Custodian**

Reports to: Building Manager

Status: Part Time

FLSA: Non-Exempt

Compensation: \$20-\$25/hour dependent on shift

Work Hours: 8-34 hours per week dependent upon availability; includes evenings and weekends

Job Summary:

The Custodian assists the staff, congregation, and building users in taking care of the overall condition and appearance of the church building and grounds, as well as moving chairs and tables around the building to suit the needs of our building users.

Essential Functions:

Essential Functions include cleaning and janitorial duties on a regular schedule; event setup and cleanup including moving tables and chairs to suit the needs of regular and ad-hoc building users; providing building security including regular security sweeps, locking and checking of doors and windows, ensuring the building is empty at closing time; offering hospitality including listening to requests of regular building users and incorporating feedback into regular workflow. This position is essential to the building in that it provides a clean and safe environment to promote the mission of the church.

Other Responsibilities: Yard work; keeping track of current building use schedules and space needs; keeping supplies stocked and organized;

Minimum Qualifications: Training will be provided. Previous experience as a janitor, custodian, groundskeeper, security guard, and/or maintenance or repair worker a plus. Proficiency in written/spoken English OR the ability to use a translation app as needed.

Physical Requirements: Work is performed on the interior and exterior of the church building, and on the church grounds. Occasional climbing of ladders. Lifting, moving, pushing or pulling of tables, chairs, equipment, and other items and boxes weighing over 50 pounds. Ability to use a vacuum cleaner, mop, duster, broom, and rake.

Core Competencies

Time Management: Can appropriately balance priorities; Uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities

Initiative: Enjoys working hard; is action oriented and energetic; is able to anticipate and respond to the needs of building users; seizes opportunities to be helpful

Willingness to Help out: Demonstrates concern for and attends to the needs of all people using the building; projects a sense of hospitality and welcome when dealing with building users, members, and friends of the congregation; is able and willing to offer help, and to supply answers and resources

Attention to Detail: Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it

Attention to Detail: Consistently attends to the many small pieces involved in building upkeep and cleanliness; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Interpersonal Skills: Demonstrates the ability to communicate effectively with others, and listen and respond to requests promptly; Engages people positively, with a demeanor of optimism and abundance

HOW TO APPLY: Please send a resume to Jobs@upbrookline.org A successful candidate must submit to a CORI background check.