

The Cathedral of St. Andrew

Job Description

Position Title: Part-time Maintenance **Date:** June 2022
Status: Part-time, non-exempt
Supervised By: Business Manager

Primary Purpose:

The part-time maintenance is responsible for maintaining a high standard of cleanliness and readiness of Church facilities to make ministries possible at the Cathedral and the wider community.

Essential Functions:

- Open and properly set up the appropriate area(s) before church services, which includes helping the Altar Guild if needed.
- Clean up and ensure that all doors are locked after church services.
- Open and close designated areas for outside groups.
- Janitorial work including, but not limited to, sweeping, dusting, washing windows, emptying trash, carpet and floor cleaning.
- Yard work including, but not limited to, raking, watering, pruning.
- Light maintenance work including, but not limited to, changing light bulbs, painting, hanging items on the walls, cleaning filters.
- Perform other related duties as may be required or assigned.

Other Functions:

- Refill supplies in the office, restrooms, and other areas of the facility.
- Take inventory of supplies and inform supervisor when supplies need to be ordered.
- Inform supervisor of any repairs or safety issues that need to be addressed.
- Cleaning of the fountain.
- Pick up supplies, deliver items that need to be repaired, and other errands as needed.

Working Conditions:

Indoors both air-conditioned and not air-conditioned, outdoors in all types of weather.

Work Hours (up to 19 hours/week)

Flexible hours Monday through Friday.

Physical, Mental, and Communication Demands:

- Requires carrying of tables and chairs up to 50 pounds, climbing ladders, moving furniture.
- Requires communicating and establishing relationships with diverse groups of people including, but not limited to, supervisor and co-workers, Altar Guild, outside groups,

congregants, general public.

- Must follow specific instructions and safety procedures, working to specific routine.
- Requires basic reading, writing, math, and problem solving.

Qualifications / Skills / Experience:

- High School Diploma or GED
- Current Driver's license and clean driving record required. A vehicle is preferred but not essential.
- Able to lift, push, pull and move furniture, supplies, etc. up to 50 pounds unaided.
- Able to climb steps and ladders as well as to bend, squat, stand, and maneuver into tight areas.
- Able to work independently, with limited guidance or monitoring.
- Able to be flexible with job duties to accommodate last minute requests.
- Experience with facilities maintenance preferred.

*Proof of COVID-19 vaccination is required for all employees hired after Sept. 30, 2021.

*The Cathedral of St. Andrew reaffirms its long-standing commitment to equality of opportunity in every aspect of employment. Equal employment opportunity (EEO) is not only a legal requirement under our nation's laws, but also a business imperative. EEO is a critical component of the Cathedral's efforts to recruit, develop, and retain the most qualified, diverse workforce to support our organization's strategic mission.

It is the policy of the Cathedral of St. Andrew that all employees and applicants for employment be afforded equal opportunities in employment without regard to race, color, sex (including pregnancy, sexual orientation, and gender identity including transgender status), national origin, religion, age (40 or over), genetic information, disability, or retaliation for engaging in an EEO-protected activity. As part of its program of equal employment opportunity, the Cathedral prohibits discrimination or harassment based on any of these categories. In addition, it is also the policy of the Cathedral to prohibit discrimination or harassment based on marital status, status as a parent and past, present, or future military service. All employees must refrain from practicing or tolerating discrimination or harassment.

Employees found to have taken actions that violate this policy and our country's EEO laws may be subject to corrective action up to and including removal from the Cathedral.