

Chartwell Church Caretaker

Job Description

The Church Caretaker has responsibility for the appearance, maintenance, and security of the building and grounds, as well as the overall cleanliness of Chartwell Church.

Reports to: The Office Manager, Lead Pastor, and the Finance Committee

Qualifications:

- Dependable, responsible, and self-motivated
- Must have regular timely attendance during stated or negotiated hours
- Possess excellent communication skills and a strong team player with the staff
- Ability to physically perform the necessary aspects of the job, lifting, moving, carrying, etc.
- Good organizational and planning skills, and an ability to delegate with staff and volunteers as needed
- Good knowledge of basic mechanical functions of Chartwell Church equipment
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency
- High School Diploma or greater
- Prior maintenance experience an asset

Caretaker Responsibilities and Duties:

The Caretaker often represents the Church and great care should be taken to make a positive and professional impression in all circumstances. Regular attention should be given to the following:

- Inspect facility for appearance, security, breakage or malfunctions
- Put all garbage in appropriate containers and move to curb for weekly pickup
- Clean the custodial closets and maintenance rooms regularly
- Accommodate Weddings and Funerals as needed. Spot clean sanctuary and all public areas prior to use
- Accommodate furnace, air conditioning repair and maintenance as required

Supplies: The Caretaker is responsible for keeping inventory of all cleaning supplies and order/purchase when items are needed. Major purchases should be coordinated with the Office Manager in conjunction with the Finance Committee.

Room Set Up & Tear Down: The caretaker will be responsible for setting up tables, chairs and other equipment required in advance of meetings at the church as assigned. The caretaker will likewise be responsible for clean-up and tear down following meetings and events. Most meetings/events look after their own clean-up etc.

Interior & Exterior Lighting: The caretaker will visually check and replace all burned out light bulbs and fluorescent tubes and will repair or coordinate repair/replacement of any damaged toggle switches or outlets. Fixtures should be cleaned whenever light bulbs are changed. A quarterly check of emergency lights and replacement of backup batteries completed as necessary. Timers on exterior lighting should be adjusted quarterly or sooner if needed.

Climate Control: The caretaker will be responsible for appropriate climate control for all Church services, meetings and events in order to ensure comfort of guests. Climate control incorporates heating and cooling of Church

building and proper maintenance of the equipment. Batteries on thermostats should be checked and changed quarterly. All furnaces or air conditioners should be tested and checked to ensure proper operation.

Restrooms: Towels, tissue, and soap supplies will be checked on a regular basis, and adequate supplies maintained and supplied as needed. Plumbing fixtures checked for proper operation. All restrooms are to be checked before services, events or meetings and cleaned, maintained or repaired as required.

Interior Building Maintenance: The caretaker will visually inspect the building and complete minor painting, repairs, or adjustments as needed. Any major need identified by the caretaker should be reported to the Office Manager for repair or replacement.

Exterior Building and Grounds Maintenance: The caretaker is responsible for ensuring that the exterior of the building is in good repair. The caretaker will perform simple repairs as required and coordinate with the Office Manager and the Finance Committee any major repairs that may require a contractor to complete. The caretaker is responsible to communicate with the landscaping contractors regarding any special instructions related to groundskeeping. The caretaker may be called upon to work with volunteers or Church staff to coordinate planting of flowers. Snow shall be removed from all walkways and entrances after measurable snowfall. All entrances and steps should be salted whenever ice and snow are present. The caretaker will communicate with landscaping contractor regarding any special instructions related to plowing, snow removal, etc.

Cleaning Responsibilities and Duties:

Restrooms: In order to maintain sanitary conditions in all restrooms, the fixtures will be cleaned and disinfected at least once weekly and after mid-week programs. The floors are to be mopped and garbage cans disinfected.

Sanctuary: Floors are to be vacuumed, chairs straightened, and paper/garbage disposed of weekly. Regular checks for cobwebs around windowsills and from ceiling.

Foyer: Floors should be swept and mopped each week and after salt/mud tracking or as required.

Fellowship Hall/Board Room: Floors swept weekly and mopped as necessary after salt/mud.

All Classrooms and Nursery: Weekly vacuum, sweep, or mop. Dust and clean surfaces as required.

Stairs and Hallways: Weekly sweep or mop floors, wipe down railings, clean light switch plates. Check all stairwells for cobwebs.

Offices: The Offices are to be vacuumed and garbage emptied weekly. Main office garbage and recycling to be emptied twice a week.

Kitchen: The sinks, counters, and appliances are to be kept neat and clean and monitored weekly. The floors are to be swept and mopped as needed.

Windows and Doors: All Church windows and doors are to be cleaned annually. Windowpanes on doors and entrances are to be cleaned weekly. Doors are to be dusted weekly and cleaned as needed.

Perform other duties as may be requested by office or ministry staff.