Job Description: Maintenance Worker (Non-Exempt)

Position Overview:

The Maintenance Worker (MW) supports the purpose and programming of the Service Team in conjunction with the core values, mission, and vision of Grace Lutheran Church (GLC). MW is charged with keeping Grace Lutheran Church in excellent condition, in collaboration with the Maintenance Manager, and ready for worship and activities on a weekly basis.

Our Core Values:

+ Faith

+ Christ-centered Community

+ Service

Our Mission:

To boldly live out our faith in Jesus through worship, fellowship, and service to God and our neighbor, here and around the world.

Our Vision:

Guided by prayer and the inspiration of the Holy Spirit, Grace Lutheran welcomes people of all ages and backgrounds, to be fed and forgiven as we meet Jesus at the table, and to participate together in making Jesus known to all.

Essential Duties and Responsibilities:

- Weekly cleaning on Mondays and Thursdays
    - Dusting: Pianos and organ in sanctuary, furniture in Gathering Space, and Lounge
    - Restrooms: clean toilets, counters, sinks, floors, mirrors, wiping dust off paper towel holder and windowsills
    - Floors and steps of main areas and restrooms
    - Trash and recycling removal in all offices
    - Refilling dispensers of soap, paper towels, Kleenex, hand sanitizer, toilet paper
    - Wipe down Lounge Kitchen counter and sink
- Light building maintenance
- Set-up for services and events
- Snow shoveling and sidewalk de-icing
- Some custodial and other duties as assigned including cleaning the sanctuary

- Bi-annual: Buffing all education wing and fellowship hall floors, or as needed
- Annual main floor restrooms and kitchen deep cleaning with Maintenance Manager
- Other responsibilities assigned by the personnel team.
- Opportunity to study for Boiler Apprentice certification, under lead maintenance worker, to do boiler checks on on-call weekends.
- This position reports to the Senior Pastor.

Note: The above statements are intended to describe the general nature and level of work being performed in this position, not an exhaustive list of all duties.

Hours:

• This position requires an average of 28 hours per two-week pay period (14 hours per week) with some weeks requiring more or less hours. Monthly hours should not exceed 56 hours.

- This position requires rotating on-call weekends with the Maintenance Manager to cover snow removal, weddings, and funerals. The maintenance team will trade weekends as needed to accommodate vacations and being out of town.

Education and Experience:

- High School Diploma or equivalent.
- One-year progressive experience in related field along with the skills, knowledge and abilities required.

Physical Job Requirements and Working Conditions:

- Walk, stand, bend, stoop, kneel, squat, work with arms above shoulder, ladder climbing
- Lift or carry less than 10 lbs.; Lift, carry, push, pull 26-60 lbs.
- Independent worker with flexible hours as needed to complete required tasks
- Email communication with pastors and staff for regular job duties.
- Work in collaboration with other maintenance staff and volunteers

Expectations:

- Complete responsibilities in a timely fashion to be able to plan ahead
- Work well with staff, volunteers, and guests
- Develop respectful and cooperative working relationships with co-workers, listen well, and respect viewpoints different than own

- Inform Senior Pastor of all important matters pertaining to assigned job responsibilities
- Represent the church in a professional manner
- Maintain confidentiality
- Complete a yearly check in with the Senior Pastor and Personnel Team Chair
- Complete background check
- Review employee handbook and sign acknowledgment form

Compensation:

- $17 per hour
- Paid Holidays
- Paid time off
- 90-day probationary period with initial performance review