

FIRST UNITARIAN UNIVERSALIST SOCIETY OF ALBANY

JOB TITLE **CUSTODIAN**

ACCOUNTABILITY AND OVERSIGHT

Reports to the Church Administrator

POSITION STATUS

0.5 FTE, 20 hours/week

POSITION SUMMARY

The Custodian is in charge of ongoing cleaning and maintenance of the church's physical plant and surroundings (lawn and sidewalks) and in informing the Church Administrator of any needed supplies and of any issues with the church plant that may need immediate or long-term attention.

JOB DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- All interior indoor cleaning including washing windows (inside & accessible out).
- Setup, breakdown, for church and rental events.
- Periodic heavy/deep cleaning.
- Keep kitchen organized, run dishwasher as needed.
- Regular litter pick up and cleaning of exterior steps, ramps and sidewalks
- Maintain the outside grounds: Lawn mowing, leaf removal, seasonal lawn care, snow removal, salt/sand for ice.
- Accurately and promptly log all work done to supervisor specification.
- Alert Church Administrator and Building and Grounds Chair of any needed repairs promptly.
- Light painting and normal maintenance including promptly identifying and changing accessible light bulbs.

REQUIRED SKILLS, ATTRIBUTES AND QUALIFICATIONS

- Good verbal skills and ability to work well with others and to interact hospitably with church members and building users
- Attention to detail
- Able to lift 50 lbs, able to manage lawnmower, snow blower, ladders, move furniture, etc.

PREFERRED SKILLS, ATTRIBUTES AND QUALIFICATIONS

- Preferred minimum educational requirement: High School Diploma
- Preferred 1-2 years custodial experience

Send resume to: custodianposition@albanyuu.org

OR to: A. Lent, First Unitarian Universalist Society of Albany, 405 Washington Ave., Albany, NY 12206