

[Church Name]
Church Maintenance Worker Job Description

Job Title: Church Maintenance Worker

Reports To: Senior Pastor and Board of Trustees

Position Status: Part-Time

Purpose

The Maintenance Worker at [Church Name] serves in a way that is consistent with [Church Name]'s mission, values and theology. Salary is contingent upon the church's approved annual budget. The position reports to the Senior Pastor and Board of Trustees and is subject to quarterly review and annual evaluation.

Job Responsibilities and Duties:

1. Inspect lighting system for proper operation, replace busted fluorescent tubes, defective ballasts and incandescent bulbs.
2. Check all exit signs and emergency lights for proper operation. Exit lights should always be lit 24 hours a day.
3. Check all bathroom plumbing systems for proper operation. Repair/replace as needed.
4. Check all kitchen plumbing systems and fixtures. Repair/replace as needed.
5. Check the heating system. Make sure grills and filters are clean.
6. Check church building structure for any defects and repair immediately if minor work is needed. Otherwise, promptly report any issue to the Board of Trustees.
7. Maintain church landscape such as moving grass regularly, trimming trees of intrusive branches and hedges, watering plants.
8. Ensure parking yard is free of junk, trash and garbage.
9. All concerns must be made in a consultation with the Senior Pastor or Board of Trustees.

Job Skills and Requirements

1. Demonstrated skill in carpentry work, plumbing, electrical and landscaping.
2. Must have the basic tools in:
 - a. Carpentry
 - b. Electricity
 - c. Plumbing
 - d. Landscaping
3. Able to lift up to 50 lbs. and climb high ladders. Must be safety cautious at all times.
4. Ability to collaborate and coordinate with church volunteers on special maintenance projects.

Preferred Qualifications

Membership in the [Church Name] or familiarity/consistency with our mission, values and theology.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with the Senior Pastor or Board of Trustees as identified above.

Employee _____ Date _____