

Custodian (Part Time) Hot Metal Bridge Faith Community

Purpose of this position is to maintain and repair, and prepare the Hot Metal Bridge building for worship, daily functions, and special events.

To Apply: Email resume to hotmetalhr@gmail.com

Areas of responsibility include (but are not limited to):

Clean First and Second Floor

- Trash removal
- Sweep and mop floors
- Wipe counters
- Wash and sanitize toilets and sinks, restock disposables
- Wipe Mirrors and Windows
- Clean kitchen floors and wipe down counters and sink
- Clean nursery floors and dust weekly

Perform Maintenance and Minor Repairs

- Replacing broken switches, fixing door handles, minor leaks etc.
- Follow maintenance schedule
- Report major damages

Setup and Closure of Building

- Set up chairs and space for Sunday morning worship
- Secure facilities after operating hours by locking doors, closing windows, and setting the alarm

Maintain Exterior Premises

- Remove litter
- Clean entrances

Seasonal

- Perform outdoor maintenance such as snow removal
- Basic landscaping and patio upkeep (water plants, weed whacking etc.)
- Clean third floor quarterly
- Clean refrigerators, freezers, and dishwasher quarterly
- Biannually strip, clean, buff and apply floor sealer and floor finish to sanctuary floor
- Biannually wash walls and fixtures
- Biannually wash accessible interior and exterior windows

Availability:

Must be available on Fridays or Saturdays. This position is a contracted for 6 hours a week for routine cleaning, plus an additional 10 hours a month for seasonal projects.

Additional hours dedicated to repairs will be compensated.

Preferred: Scheduling flexibility for emergencies.

Role Accountability

- Daily contacts: Office Manager
- Contacts for escalation/ issues: Office Manager

Requirements:

- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.
- Able to communicate through written correspondence
- Flexibility
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- Ability to obtain Act 33/34 clearances