

# The Boulder Valley Unitarian Universalist Fellowship

## Job Opening: Facility Caretaker

Effective: October 17, 2018

- Do you have great attention to detail?
- Do you thrive in a self-driven work environment?
- Do you take pride in anticipating needs before they arise?
- Have you ever been described as a Jill or Jack of All Trades?
- Would you like your work to support a progressive organization?

\$15.00 per hour

Currently 8-10 hours per week with occasional weekend hours

Paid vacation (18 hours accrued) in first year

Reports to the Office Manager

The facilities caretaker ensures the safety, cleanliness and enjoyable usage of the Fellowship interior with regular cleaning, light maintenance, and regular set-up or rearrangement of furniture.

The facilities caretaker is given rights-of-first-refusal for working at weekend events which require additional set-up or cleaning/sanctuary reset; if the event involves a rental, the facility caretaker is paid a special hourly rate.

### Here are the essential functions of this work:

- Do weekly cleaning of our 6100 square foot facility, and after special use. A detailed list of the cleaning tasks can be found at the end of this document. (40%)
- Set up chairs and reset during the week in the sanctuary for special use as requested. (30%)
- Light maintenance of facility such as changing light bulbs in the sanctuary, turning on and off water valves, basic repairs, painting, and installing banners. (10%)
- Perform special cleaning three times a year. (10%)
- Perform occasional projects that help maintain the grounds. (10%)

### If you have this background, it helps:

- Experience in cleaning and maintaining public and/or private buildings
- Demonstrated ability to work with diverse people in diverse situations
- Patience, flexibility and sense of humor helpful
- Ability to access Google documents and calendars via a computer or phone
- Being Unitarian Universalist not required; alignment with UU values preferred

### Are these physical requirements and working conditions a good fit for you?

- Able to move freely inside and outside of facility including offices, yard, shed, and barn
- Able to reach high, bend low and perform motions necessary for cleaning and light maintenance
- Able to lift up to 50 pounds
- Ability to stack and unstack chairs many times over
- Able to work weekdays and occasional weekends
- Ability to climb tall ladders

### How to apply

Send your resume and cover letter via email to [resume@bvuuuf.org](mailto:resume@bvuuuf.org). On the Email Subject line, please state: "Facility Caretaker YOUR\_LAST\_NAME." Candidates will be screened and interviews conducted after October 11, 2018. Applications are accepted until the position is filled. Only shortlisted candidates will be contacted; references will be requested of anyone invited in for an interview.

The Fellowship is committed to diversity and we provide equal employment opportunities to all individuals regardless of race, age, color, religion, creed, gender (including pregnancy), national origin, sexual orientation, veteran status, marital status, disability, political affiliation or belief. Employment decisions are made based on job-related qualifications without consideration of these factors.

As a general policy, employment by the Fellowship is not open to members of the congregation, except in unusual circumstances. Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Family" is defined as a spouse, life partner, parent, sibling, child, grandparent, or grandchild or in-laws.

October 2018

## About BVUUF

The Boulder Valley Unitarian Universalist Fellowship is a liberal religious congregation dedicated to bringing love and reason to life and to building a just and compassionate world. We provide a welcome to spiritual seekers, and a place for people to nurture their spirits and to go out and make a difference in the world. We are a mid-sized church with a solid base of energetic and generous members augmented by active visitors, with a growing membership.

## Essential Functions Detail

**General facility cleaning:** Minimum weekly, and by arrangement after special use of the building. The rooms are the: foyer, sanctuary, business office, minister's office, office for Director of School of the Spirit, meeting rooms (used also as classrooms), three restrooms, kitchen and hallways.

- Vacuum all carpet areas; do spot removal on carpeted areas as possible.
- Damp mop non-carpeted floor in office of Director of Religious Education; clean the sink and counter.
- Dust furniture, window sills, Venetian blinds and light fixtures.
- Empty waste paper and trash containers and take out recycling and trash to outdoor receptacles.
- Clean entrance glass as needed.
- Spot clean doors, walls and light switches.
- Remove any candle wax build-up on tables.
- Water plants in offices and School of the Spirit rooms.
- Maintain janitor's closet and keep inventory of supplies; notify office manager of supply needs.
- Order supplies through office manager on a timely basis (includes, but not limited to, toilet paper, tissues, paper towels, cleaning supplies, building supplies for light maintenance, water for piano humidifier).

### In the kitchen:

- Clean and disinfect counters and appliance exteriors.
- Damp mop floor.

- Clean sinks.
- Swap out trash liners.
- Empty compost container April to October.

**In the three bathrooms:**

- Damp mop floors.
- Flush the floor drain one time per month.
- Clean and disinfect all fixtures, toilets, urinals, counters and sinks.
- Spot clean walls, partitions and vents.
- Restock paper and soap products.
- Clean mirrors.
- Pour approx. 5 gallons of scalding hot water down each urinal once every 3 months.

**Perform special cleaning:** three times a year (or more with approval from supervisor):

- Shampoo carpets if needed (an outside service is usually hired to do this.)
- Wash windows.
- Wash and wax linoleum floors in men's and women's bathrooms.
- Kitchen, unisex bathroom and SpiritJam Lab floors: strip and resurface (wax) 3 times a year (at Christmas, Easter, and August).
- Clean mats in men's' bathrooms (beneath the urinals) regularly.

**Maintain facility:**

- Maintain all lights; change light bulbs as needed inside and outside the building.
- Perform general maintenance, painting and wall patching in building as needed.
- Knowledge of specialized building maintenance, such as plumbing or carpet repairs, a plus.
- Assist with opening and closing building for rentals; lock doors and windows, turn off lights.
- Sweep outdoor walkways and clean door surfaces as needed.
- Check piano humidifier (check each work day during the week) and fill as needed.

### **Other responsibilities:**

- Setup sanctuary for special use as requested; may require weekend hours.
- Turn on the water valve in the attic in the fall and turn on the water valve in the spring.
- Review calendar for possible conflicts and situations where more information is needed.
- Interact and communicate easily with other staff, leaders, volunteers, service providers, renters, and members and friends of the Fellowship as needed in the course of duties.
- Provide input into annual budget planning related to facility supplies and needs.
- Work with Office Manager and event coordinators to smoothly transition from one set-up to another.
- Ask for updates about setups, room needs and changes on a weekly basis from supervisor.
- Work to ensure that maintenance and cleaning aligns with aesthetic qualities of facility.
- Assist in emergency situations if available onsite.
- May be asked to come in on a weekend in emergency situation (such as heavy snow or the fire alarm sounds and won't go off).
- May need to shovel snow off sidewalks (in addition to work by snow removal service provider).
- Meet with supervisor weekly and twice a year for performance evaluations.