

# 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 general cleaning weekly of facility, and after special use of the building. (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 may help you be successful in this type of work!

- 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@bvuuf.org](mailto:resume@bvuuf.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.

## [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.