

JOB DESCRIPTION

POSITION: CARETAKER

A. Focus of Position: Oversees and manages security checks, light custodial duties, maintenance tasks and groundskeeping in order to assist North Shore Community Baptist Church in its mission and vision. This position is based on a twenty- (20) hour workweek to be compensated by living in a 5-room apartment or a designated section of the Hospitality House rent-free, including utilities.

B. Qualifications:

1. Model a commitment to Jesus Christ and His Church.
2. Affirmation of historical orthodox Christian doctrine.*
3. Able to perform duties with a servant's heart and conduct himself/herself in such a way as to demonstrate a positive attitude and godly conduct.
4. Possess the spiritual gifts of administration and service.
5. As part of the church staff, committed to being a team player in order to implement the church's vision and purposes.
6. Good relational and communication skills.
7. Able to complete security, maintenance and groundskeeping tasks with minimum direction and supervision.
8. Responsible, diligent in carrying out tasks in a timely manner, and trustworthy.
9. Be actively involved in the life of a church that affirms historic, orthodox Christian doctrine, with membership recommended. *

C. Responsibilities: Oversees and manages building, grounds, and equipment. Responsibilities include recruiting, training, and supervising volunteers when necessary.

Buildings

Church Access/Security

1. Open church for Sunday worship and all related activities. (See Sunday Opening Procedure in Caretaker's Manual).
2. Open church or coordinate opening for all church calendar scheduled activities, e.g. wedding rehearsals.
3. Open church in emergency situations.
4. Church lock up each night following the last activity (see lock-up procedures in Caretaker Manual).

Environmental Control Systems

1. Engage and adjust heat/air conditioners as needed for all church activities.
2. Remove and replace air conditioner covers when appropriate.
3. Perform routine maintenance, distribution and storage of fans as required.
4. Maintain operating dehumidifiers as defined in operations manuals.
5. Gas furnaces: Perform visual inspection, replace filters prior to heating season and when needed throughout the winter.

General

1. Put recycling out at the street for Wednesday pick up (delayed a day after a holiday)

2. Perform basic maintenance in the buildings (e.g. changing light bulbs, ceiling tiles, cleaning and repairing gutter, etc.).
3. Assist with indoor custodial work (e.g. vacuuming, dusting, mopping, and other cleaning on a regular schedule)
4. Perform or coordinate chair and table setup and tear down for scheduled church events.
5. Oversee church clean-up activities in cooperation with Facilities Committee.
6. Oversee filling of the baptismal as needed for baptism services.

Grounds

1. Cut all lawns, fertilize, weed, and water as needed and appropriate.
2. Landscape, as needed such as eliminating grass/weeds from sidewalks/fence and cutting shrubs.
3. Maintain grounds such as raking leaves, keeping walkways and steps clear for safe passage.
4. Clean up property after storms as required.
5. Clean parking lot (blow dirt, gravel, etc. off surface) and re-line when necessary.
6. Perform snow removal in all appropriate areas except parking lot. Spread de-ice in all appropriate areas, including parking lot, walkways and steps. Monitor snow while building is in use.

Equipment/Inventory

1. Maintain all tools and power equipment in good working order and scheduling seasonal maintenance as needed.
2. Purchase and maintain inventory of gasoline, oil, de-ice, light bulbs, etc.

D. Relationships:

1. Reports to a supervisor assigned by the Senior Pastor, for accountability, support, and communication of plans.
2. Coordinates with the Office Manager , the Facilities Committee, and the assigned supervisor for building, grounds or equipment maintenance matters that may need attention.
3. Functions as part of the staff to encourage effective communication, particularly between the Facilities Committee and the Ministry Staff.

Contacts:

Deacon of Facilities, Clay Range - cbrange@hotmail.com, 254-715-4222

Office Manager, Maddie Hutchison - office@nscbc.org, 978-927-2014

Supervisor, Associate Pastor Richard Wallace - richard@nscbc.org, 978-927-2014

Personnel Deacon, Jonathan Rodgers - jroddgers04@gmail.com, 207-240-5958

*Historic, orthodox Christian doctrine as expressed in the historic Creeds (Apostle's, Nicene, and Athanasian) - affirmed most often before we take the Lord's Supper as a church, and referenced in our Connect 2 handbook/class.