

First Unitarian Church in the Second Parish of Worcester, Massachusetts

Custodian

Reports to: Director of Operations

Effective date: September 1, 2021

Directly supervises: N/A

Status: 0.50 FTE

FLSA: Non-exempt

Job Summary

Clean and maintain the physical spaces of the church so that members, friends and staff can safely and comfortably carry out the mission of the church. Facilitate the use of the building for community outreach and rentals.

Essential Functions

- Maintain general cleanliness and order of building and grounds
- Monitor all physical church systems; Communicate building issues promptly to supervisor. Conduct maintenance and repairs as appropriate
- Ensure entrances and sidewalks are clear of snow and debris as needed
- Stock kitchen supplies and cleaning supplies
- Oversee room set-up and tear-down for special events

Other Responsibilities

- Recommend improvements for building policies and standard use

Minimum Qualifications

- High School diploma or equivalent
- Experience with building cleaning, maintenance, and repair
- Experience working collaboratively as part of a staff team; additionally, experience with volunteers preferred

Physical Requirements

- Able to stand, walk, walk up and down stairs, and climb ladders
- Able to lift and carry 50 pounds
- Visual acuity to observe the accuracy of work performed, and the status of buildings and structures
- Able to work outdoors for moderate periods of time without cover from environmental conditions

Core Competencies

- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Safety:** Affirms and follows all recommended safety guidelines for the protection and well-being of children, youth, members, and friends of the church; assesses risk wisely; takes on appropriate responsibility for the safety of those in their care.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.