

Position Description: Calvary Baptist Church is seeking a highly energetic and self-motivated applicant to fill the role as our Building and Ground Specialists. This individual will be responsible for overseeing the weekly custodial services within and on the grounds of the Calvary Baptist Church facility.

Church Custodian Responsibilities:

- Maintain the cleanliness of the Calvary Baptist Church facility by performing weekly duties and routine spot clearing in all public areas of the facility, to include the sterilization of windows, disinfecting of the sanctuary, restrooms, kitchenette, and boardrooms.
- Assist with event preparation and clean-up of rooms for meetings and conferences. Ensuring the availability of chairs, tables and if required, arrangements of audio-visual equipment. At times, required to assist with the opening and closing of the facility.
- Observe proper chemical handling procedures when working with cleaning agents, including the proper wearing of gloves, goggles, or masks as well as appropriate Personal Protective Equipment (PPE).
- Perform repairs including but not limited to, light fixture replacement, masonry, plumbing and immediate temporary repairs in an emergency.
- Ensure wastebaskets in all office and communal areas are free of debris.
- Maintain attractive church facility grounds, performing basic functions to include landscaping, assist with salting and shoveling around the facility and other maintenance duties.
- Maintain a thorough supply of cleaning materials and advise Leadership when supplies need replenishing, or when equipment repair or replacement is necessary.

Church Custodian Qualifications:

- *Flexible to adjust work schedule on a month-to-month basis, as necessary.*
- *Pleasant attitude and ability to communicate with guests, congregation members, committees, and contractors.*
- *Motivation to work independently or with others to provide meticulous, but efficient custodial services.*
- *Strong time management and multi-tasking abilities.*
- *Ability to stand and walk for extended periods of time*
- *Ability to lift, push, pull and move equipment, supplies etc., up to fifty (50) pounds.*
- *Report directly to the Calvary Baptist Church Board of Trustees.*
- *Perform other related duties as assigned.*

Education/Experience:

- High School diploma or General Education Degree (GED) preferred but not required.
- Prior custodial experience or training preferred but not required.

Job Type: Part Time/Hourly

Salary: \$XX.00 - \$XX.00 per hour (based on education and professional experience)

20 hour per week (may include days, evenings, and weekends)

If you are interested in applying for this position, please forward your resume to the Calvary Baptist Church Personnel Committee at the below address:

Calvary Baptist Church Personnel Committee

1184 Genesee Street

Buffalo, New York 14211

Or: Send your resume in pdf format to calvarybaptistbuffalo@gmail.com

The Calvary Baptist Church provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.