

First Unitarian Universalist Society of Burlington, Vermont

May 9, 2018

Position Title: Society Custodian
Reports to: Director of Operations and Finance
Directly Supervises: N/A
Status: Part Time
FLSA: Non-exempt

Normal working hours: 32 hours per week
Year-round (12 months)
Must be available to work afternoons, evenings, and weekends

Benefits: Benefits are offered as outlined in the Employee Handbook

Position Summary: To clean and maintain the facilities in a professional and diligent manner that reflects the high standards of the FUUSB, and to insure the safety, health and security concerns of the Society.

Essential Functions:

Buildings – Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces. Sweep and mop floors and vacuum carpets. Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap). Wipe mirrors and windows. Clean kitchens, wash dishes, clean refrigerators. Remove trash, compost and recycling. Clean tables, chairs, furniture, pews, etc. Provide for small maintenance such as changing light bulbs, moving furniture, plunging toilets, etc. Actively pursues solutions that provide for energy efficiency and a sustainable environment. Assure that buildings are accessible and welcoming to all. Secure facilities after operating hours by locking doors, closing windows and setting up the alarm. Provide set-up and take-down for meetings and events at the Society.

Maintenance of Grounds – Monitor lawns and parking areas for cleanliness and safety. Assure walkways and stairs are kept clear from snow and ice. Enforce rules of conduct on grounds.

Leased/Rental Property and Spaces – May be asked to provide light maintenance and cleaning of rental properties.

Administration – Order and stock cleaning supplies, paper products and hospitality items.

Safety & Security – Provide a welcoming presence while monitoring groups entering the building. Monitor activity on FUUSB buildings and grounds of the general public and congregation to insure a safe environment. Special attention given to the property use rules while considering and promoting the Society's values and mission and the UU Principals. Provide leadership in an emergency: fire, environmental, medical, etc.

Other Duties – Other tasks as deemed appropriate by supervisor.

Minimum Qualifications:

- Basic carpentry, electrical and plumbing skills.
- Ability to lift 75 pounds and climb heights
- 4+ years experience in cleaning residential and/or commercial buildings
- Ability to work flexible hours as required, including evenings, weekends and holidays

- Ability to manage multiple projects to completion
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Comfortable with computers and computer based facilities programs
- Ability to work independently with minimal supervision
- Interest in and knowledge of energy efficiency and “green” products
- Interest in and knowledge of historical building preservation
- Must be trained in First Aid/CPR

Core competencies:

- **Mission Ownership:** Demonstrates understanding and functions in full support of the vision, mission, and values of the First UU Society.
- **Attention to Detail:** Consistently attends to the many small pieces of the job, while also keeping in mind the larger picture.
- **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.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress,
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communications; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Volunteer Management:** Creates room for volunteers to participate in the care of the building. Finds jobs that could be done by volunteers, and searches for a good match. Supports volunteers by assuring that they have the appropriate tools for the job and all the information they need to be successful. Praises and celebrates a job well done.