

First Unitarian Universalist Society of Burlington, Vermont

July 13, 2022

Position Title: Caretaker
Reports to: Facilities & IT Manager
Directly Supervises: N/A
Status: Part Time
FLSA: Non-exempt

Normal working hours: Varied schedule, 0- 8 hours per week*
Year-round (12 months)
Must be available to work afternoons, evenings, and weekends
Be available to fill in on short notice

Position Summary: To provide a welcoming presence to groups entering the building, clean and maintain the facilities in a professional manner, and to ensure the safety, health, and security concerns of the Society. **Due to COVID 19 restrictions prohibiting large gatherings, the number of hours per week that we can offer is somewhat unpredictable. As our building begins to re-open, working hours will increase.*

Essential Functions:

Buildings – Assure spaces are prepared and ready for scheduled meetings/events; setting up tables, chairs, providing coffee/water if needed, etc.. Provide a welcoming environment as people are entering the building and assist them in finding the location of their meeting. Be aware of anyone entering the building who is not there for a meeting/event and find out if they need assistance or if they should leave the building. When meetings/events are over, lock doors, returns spaces to original set-up, clean and restock restrooms, remove trash if needed, clean up kitchens if they were used. Vacuum and sweep floors if necessary. Secure facilities after operating hours by locking doors, closing windows, and setting alarm.

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.

Safety & Security – Provide leadership in an emergency: fire, environmental, medical, etc. Provide a welcoming presence while monitoring groups entering the building. Monitor activity on FUUSB buildings and grounds of the general public and congregation to ensure 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.

Other Duties – Other tasks as deemed appropriate by supervisor.

Minimum Qualifications:

- Ability to lift 10 pounds and climb heights
- 2+ years related experience
- Ability to lift, carry, setup, and takedown folding tables
- Ability to unstack, place, and restack chairs; and operate chair dolly to move stacks of chairs
- Ability to work flexible hours as required, including evenings, weekends, and holidays
- Ability to work independently with minimal supervision
- Must be trained in First Aid/CPR
- Must be fully vaccinated against COVID 19

Core competencies:

- Mission Ownership: Demonstrates understanding and functions in full support of the vision, mission, and values of the First UU Society.
- 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.
- 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.