

## First Unitarian Universalist Society of Burlington, Vermont

January 2024

**Position Title:** Custodian  
**Reports to:** Facilities Manager  
**Directly Supervises:** N/A  
**Status:** Part Time  
**FLSA:** Non-exempt

**Normal working hours:** 16 hours per week  
Year-round (12 months)  
Flexible Schedule

**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 ensure 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.

**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.

**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. Provide leadership in an emergency: fire, environmental, medical, etc.

**Other Duties** – Other tasks as deemed appropriate by supervisor.

### Minimum Qualifications:

- Ability to lift 75 pounds and climb heights
- Demonstrated 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
- Willingness to work in a fragrance free environment
- Interest in and knowledge of historical building preservation
- Must be trained in or willing to be trained in First Aid/CPR

**Core competencies:**

- 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.
- 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.