

First Unitarian Universalist Society of Burlington, Vermont

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

Normal working hours: Varied schedule, approximately 10-15 hours per week
Year-round (12 months)
Must be available to occasionally work,
evenings, or weekends to meet deadlines.

Position Summary for Custodian: We are seeking a dedicated and reliable Part-Time Custodian to maintain the cleanliness and upkeep of our Meeting House facilities. The ideal candidate will have a strong work ethic, attention to detail, and a commitment to fostering a welcoming environment for our congregation and community. This person will report to and be supervised by the Facilities Manager, will be able to work both independently and with others, and should be in sympathy with our Unitarian Universalist principles.

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, launder tablecloths. 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.

Safety – Provide direction in an emergency as per protocol: 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. Secure facilities after operating hours by locking doors, closing windows, and setting alarms.

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

Minimum Qualifications:

- Ability to lift 75 pounds.
- Demonstrated experience in cleaning residential and/or commercial buildings
- Ability to work flexible hours as required, including occasional evenings, weekends, and holidays

- Ability to manage multiple projects to completion
- Knowledge of or capacity to learn how to use and maintenance of industrial cleaning equipment and appliances
- Knowledge of or capacity to learn how to safe disposal of chemical liquids and other hazardous components
- Ability to work independently with minimal supervision
- Willingness to commit to using energy efficient and “green” products
- Willingness to work in and maintain a fragrance free environment
- Must be trained in or willing to be trained in First Aid/CPR

Core competencies:

- Attention to Detail and Consistency: with a consistent quality of attention, completes 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; 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; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Job Type: Part-time

Pay: Competitive, Based on experience

Expected hours: approximately 15 per week

Benefits:

- Flexible schedule
- Vacation, Sick leave, and other time off, as per our Staff Handbook

Experience:

- Cleaning: 1 year (Preferred)

Work Location: In person