

Position Title: Custodian/Maintenance Technician

Reports To: Facility Manager

Status: Part-Time (10–15 hours/week)

Work Schedule: Flexible, with availability for evenings and weekends as needed

Position Summary:

The Custodian/Maintenance Technician is responsible for maintaining a clean, safe, and welcoming environment at Trinity Church. This position supports the ministry of the church by ensuring the building and grounds are well-maintained and prepared for worship services, special events, and regular church functions.

Key Responsibilities:

Custodial Duties

- Perform routine light cleaning of common areas, restrooms, and offices as needed.
- Maintain cleanliness and safety of the church's entranceways and sidewalks (including sweeping and snow removal).
- Ensure restrooms are stocked, clean, and in good working order.

Event Support

- Set up and take down furniture (tables, chairs, etc.) for church services, events, and programs.
- Assist with event preparation and cleanup, including major church functions (e.g., Fall Fest, Family Christmas Event, Easter Event, Summer Camp, and holiday services).

Maintenance Tasks

- Perform minor repairs and general maintenance (e.g., changing light bulbs, basic plumbing/electrical fixes, light carpentry).
- Monitor and maintain HVAC systems and general facility systems (basic knowledge sufficient; professional support available as needed).
- Maintain and oversee the indoor children's play area for safety and cleanliness.
- Lock and unlock the facility for scheduled activities and rentals.

Qualifications:

Education & Experience

- High school diploma or equivalent required.
- Previous custodial or general maintenance experience preferred.

Knowledge, Skills & Abilities

- General knowledge of plumbing, electrical, carpentry, and HVAC systems.
- Ability to lift and move up to 50 lbs and perform physical labor as needed.
- Strong organizational and time management skills.
- Courteous, reliable, and self-motivated with a heart for serving others.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills, with a welcoming attitude toward congregation members and guests.