



## NEW LIFE COMMUNITY CHURCH

<b>Job Title:</b>	Building Maintenance	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Lincoln Park	<b>Travel Required:</b>	N/A
<b>Reports to:</b>	Office Manager	<b>Position Type:</b>	Part Time (15 hours per week); \$12/hour

**Job Summary: Building Maintenance is responsible for the appearance, cleanliness, maintenance, security and successful space-sharing of the building and grounds of New Life Community Church at the Lincoln Park location.**

**Job Duties:**

- Maintain upkeep of grounds performing basic functions related to landscaping, snow removal, and other maintenance related duties.
- Perform seasonal duties which include, but are not limited to, weekly boiler flushing, monthly furnace filter changes, annual roof leaf removal.
- Perform minor repairs, including but not limited to masonry, carpentry, minor electric, plumbing and temporary repairs in an emergency.
- Prepare facility for various ministry needs (includes setting up and taking down of needed rooms, setting up or taking down other equipment, managing access to the building for all space sharing groups).
- Manage access to the facility and gym for scheduled basketball usage including monitoring of playing times and collection of fees. Maintain the gym floor keeping it clean and in good repair.
- Perform a variety of cleaning tasks to maintain assigned areas. May require movement of cabinets, boxes, furniture and equipment to clean areas.
- Clean and disinfect all bathroom fixtures, floors, mirrors, windows, doors and walls. Replenish all supplies.
- Clean building floors by sweeping, vacuuming, mopping, scrubbing, and/or waxing them. May require removal of stains from floor surfaces using chemicals or cleaning solutions.
- Gather and dispose of trash and waste materials. Maintain clean and litter-free area by trash cans.
- Clean glass and windows where required.
- Using ladders, dust, wash and/or perform maintenance on walls, ceilings, equipment, and light fixtures.
- Follow procedures for use of chemical cleaners/power equipment in order to prevent damage to floors/ fixtures.
- Monitor building security and safety by performing tasks such as locking doors and checking electrical appliance use to ensure that hazards are not created.
- Notify management concerning the need for repairs to operating areas/systems.
- Make requests for supplies and equipment needed for cleaning and maintenance duties.
- Attend regular staff meetings with location pastor, office manager, other appropriate leaders.
- Coordinate facility needs of special church functions such as baptism, fellowship meals, etc. and community rental events such as baby showers, children’s birthday parties, etc.

**Skills/Qualifications:**

- Must be an active member of New Life with strong ties to our mission and vision.
- Develop healthy relationships with key leaders of each group sharing space at the New Life Lincoln Park building.
- Minimum of High School Diploma. Solid relative work experience.
- Knowledge of basic HVAC and mechanical functions of a large non-residential building.
- Proficiency in basic carpentry and mechanical skills.
- Available to work non-traditional hours such as nights and weekends. Available for emergencies.
- Regular timely attendance during stated or negotiated hours.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift a minimum of 40 pounds; must have complete physical mobility to support building and grounds activities.

<b>Reviewed By:</b>	Susan Adams	<b>Date:</b>	5/5/18
<b>Approved By:</b>	Susan Adams	<b>Date:</b>	5/5/18
<b>Last Updated By:</b>	Irene Vasquez	<b>Date:</b>	5/5/18

PLEASE SEND RESUMES TO IRENE VASQUEZ AT IRENEV@NEWLIFECHICAGO.ORG