

Building Support Specialist: Church Cleaning and General Maintenance

Estimated weekly hours: 10-15; flexible but needed on Sunday afternoons
\$14/hour starting pay

Please submit resume or letter of interest by 10/7//20 to: Office Manager at Delmar Presbyterian Church 585 Delaware Avenue, Delmar, NY 12054 office@delmarpres.org

This is a key position on a great team supporting a mission based, community-oriented Presbyterian church congregation of approximately 150-200 people in Delmar, NY. Background check will be required for acceptance.

The main responsibilities of this role are to ensure that the building is appropriately maintained each week throughout the year, ensuring areas are regularly cleaned, and that the facility areas needing attention are coordinated with the building and grounds committee. Coordinates with the office manager in ordering appropriate supplies and managing the preparation for events or rental use.

The building is all one level, and has multiple sections, including entry ways, office areas, a sanctuary and fellowship hall, commercial kitchen, 4 classroom areas, a nursery, and a library. There are also 3 bathroom facilities.

The main use of the building is for church membership and it has been used throughout the week for various meetings and on Sundays for worship and coffee hour. We have in the past also opened up the church facilities for community events and rentals for approved group gatherings (ie: birthday parties, scout meetings, business groups, etc.)

Office /Sanctuary/Narthex/Library

Vacuum rugs in office and sanctuary (runners and up front on chancel Area)

Check pew seats for debris and vacuum Narthex rug (as needed) Wipe down with cleaner Dust surfaces

Empty wastebaskets

Bathrooms (Currently using Clorox, wipes, cleaners) Cleaning toilets, sinks, floors, countertops

Wipe down all doors and handles

Empty trash

*Check all paper supplies - towels and toilet paper

Fellowship Hall/Hallways

Sweep, vacuum, mop and dust as needed Wipe down tables, doors, windows, etc.

Kitchen

Cleaning sinks, counters and floor as needed.

Trash

Needs to be out on Sundays - Monday pickups.

Other Expectations:

- Position directly reports to Pastor Karen Pollan; dotted line to the Building and Grounds committee leader
- Awareness and ongoing monitoring of CDC and Other NYS and Federal guidelines around general cleaning and sanitation management in support of safe hospitality in our building
- Coordination with Safety Task Force and the Administrative Session of DPC
- Might involve facilitation with technical repair vendors and other onsite contractors

- Assists with outdoor signage, and other tasks as requested to maintain working order of building and grounds