

**Job Title: Utility Worker**

**Accountable To: Facilities Director**

**Position Summary:**

- Floor maintenance and cleaning, including carpet, hard surface flooring, sidewalks, etc.
- Large setups & striking of tables, chairs, etc.
- Light maintenance and repair including painting, drywall, hardware, etc.
- Snow removal (operating snow blower, shoveling & salting)
- Assisting with our goal of providing a safe and clean facility.

**Typical Duties:**

Floor maintenance;

- A. Steam cleaning of our carpets on a regular basis.
- B. Stripping and waxing of hard flooring.
- C. Cleaning of outside sidewalks of leaves, dirt, etc.

Setups;

- A. Setting up and taking down eight foot tables for events.
- B. Relocating and setting up chairs as required for large events.
- C. Lifting and sitting up staging for special events.
- D. Installation and assembly of equipment and furniture.

Light maintenance and repair;

- A. Simple repairs of gas powered equipment.
- B. Light repairs of electrical equipment (coffee pots, light fixtures, pumps, etc.).
- C. Light plumbing repairs (sinks, toilets, etc).
- D. Irrigation repairs.
- E. Drywall repair.
- F. Interior and exterior painting.
- G. Assisting with preventative activities as scheduled.
- H. Light construction such as building shelves.
- I. Hardware repair and installation such as door locks, hinges and closers.
- J. Repairs associated with the daily operation of a church facility.

### Snow Removal:

- A. Operation of snow removal equipment (snow blowers & tractors).
- B. Shoveling of ice & snow.
- C. Spreading salt.
- D. The ability to handle snow, cold & wind.

### Landscaping:

- A. Prune and trim trees, shrubs and hedges.
- B. Plant flowers, bulbs and grass.
- C. Weeding by spraying, hoeing or pulling.

### **Hours:**

- 40 hours per week, usually 8:00 AM – 4:30 PM.
- Monday thru Friday, with some occasionally weekend work required.
- Hours will need to be flexible, depending on current activities.

### **Physical Requirements:**

- Generally the job requires 10% sitting (kneeling), 45% walking and 45% standing
- Job is performed under some extreme temperatures (especially cold & wind during the winter months) along with occasionally some hazardous conditions. This could include environments such as exposure to weather extremes, dust, odors and cleaning agents, blood, saliva, and other bodily fluids that may be unpleasant to deal with.
- You will regularly be required to sit, climb, balance, stoop, kneel, lift, crouch or crawl.
- While performing duties of this job, you will frequently be required to reach with arms, hands and fingers to handle, feel or operate tools and controls.
- You will be required to talk and hear while working along with including close vision and the ability to adjust focus with or without correction.
- Hearing is required in the normal audio range with or without correction.
- The employee must occasionally lift and / or move up to 100 pounds and be able to lift 50 pounds repeatedly (setting up tables and chairs).

### **Tools & Equipment Used:**

- Floor buffers, carpet extractors, vacuums, mops, brooms, dusting equipment, ladders and various hand tools associated with custodian work.
- Hand tools such as shovels, pruning saws, saws, hedge & brush trimmers and axes, etc as associated with landscape work.
- Small tools such as electrical meters, screwdrivers, wrenches, hammers and the like that would be associated with light maintenance repair.

### **Qualifications and Performance Measurements;**

- Use of discernment and ability to apply common sense.
- Ability to work and lead volunteers
- Attentive to detail and accuracy.
- Well organized.
- Quality use of time.
- Excellent communication and public relations abilities.
- Ability to assist and support others.
- Able to follow written and verbal instructions.
- Ability to see things out of the ordinary that require attention.
- Willing to work flexible hours, including Saturdays and Sundays.
- Cooperative and willing to work with volunteers.
- High school graduate or equivalent preferred.
- Maintains membership at Central Wesleyan Church.
- Continually seeks to fulfill the mission and goal of CWC.
- Commits tithes to CWC and requirement of annual accountability.

### **Acknowledgements**

- I understand that to be eligible for an interview and to be considered for possible hiring, I must meet the minimum position requirements.
- I have read and understand this job description and understand that the performance of the duties and responsibilities listed above will be the criteria against which I will be evaluated.
- I am aware that this job description is a broad overview of the job responsibilities and if selected for this position, I may be asked to perform additional responsibilities assigned by my supervisor or a member of the Management Team.

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Applicant

Date