

Faith Baptist Church

Position Description: Hausmeister (Handyman)

I. Position Description:

Ensure the Church's property is maintained and properly cared for. The Hausmeister's will coordinate work with the Church Office Manager and report hours to the Finance Office.

II. Work Hours:

The Hausmeister position is part-time, not to exceed twenty-five hours per week unless otherwise agreed to in writing between the two parties. The work schedule corresponds to normal office hours: 9:00 a.m. to 3:00 p.m.. Days of the week worked may vary as long as a fifteen hour per week minimum hours worked is maintained. Absences away from the job during normal work hours must be approved in advance by supervisor, and will not be compensated unless charged to accrued vacation time or offset by accrued compensatory time. Must complete a weekly timesheet using edTime software. Overtime is paid back in compensation time off with a maximum of 20 hours earned on the books at any given time.

III. General Qualifications:

1. Must be a Christian and a regular attender of Faith Baptist Church or a church of like faith and practice in local community.
2. Complete all required MinistrySafe screening prior to be hired, and undergo follow up screening when necessary.
3. Knowledge and experience of general building maintenance is desired.

IV. Specific Duties and Responsibilities:

1. Responsible for general maintenance and repair of all the Church property.
 - a. Property includes apartment building across the street, parking lots, and applicable green space areas.
2. Works to keep Church property in neat and orderly appearance to include overall grounds keeping and cleaning as needed.
3. Maintains a work order request log in the Church office, documents task completion as assigned, and prioritizes work orders to support ongoing ministries of the Church.
4. Responsible for the organization and cleanliness of the Church tool room and outdoor storage sheds.
5. Performs regular preventive maintenance on Church furniture.
6. Coordinates requisition of supplies with Church Office Manager prior to purchasing.
 - a. Purchases may include replacement tools, new tools, equipment, and supplies for ongoing repair projects.
7. Reports all facility discrepancies found that are beyond his repair capability to the Church Office Manager.
8. Coordinates presence of workmen on church campus when appropriate and works with tradesmen to ensure proper repair.
9. Ensures all walkways and stairways leading to the exterior portions of the Church are free of snow and ice prior to 08:00 hours on scheduled workdays and each Sunday.
10. Performs other duties as assigned which fall into the realm of the Hausmeister. These duties do not include major electrical or plumbing tasks.
11. These duties are to be used as a representative sample of the duties the Hausmeister is expected to perform, but this list is not exhaustive.