



# Maintenance Associate

**Position Purpose:** HUMC is looking for an experienced Maintenance Associate to keep our facility and associated resources clean, well-maintained, and prepared for worship services and Christian ministry. This maintenance position will work with, and under the leadership of, the Business Manager.

### Primary Duties and Responsibilities:

- Oversee facility setup (e.g., chairs and tables) for Sunday services and other events
- Inspect all rooms in facility for cleanliness upon arrival and prioritize tasks
- Keep facility flooring clean (e.g., sweep entrance rugs (interior and exterior); sweep, dry mop and/or wet mop hard floors)
- Check and replenish paper products in restrooms, coffee house, and kitchen
- Clean and sanitize drinking fountains
- Keep facility work surfaces and furniture clean
- Keep entrance glass and carpet mats clean (interior and exterior)
- Oversee ministry event needs including chair, table, tent and trash set-up
- Secure the facility after events and worship services
- Guide and direct volunteer teams who may assist with set up, tear down, or maintenance of church property, including on volunteer work days
- Remove trash and cardboard recycling from all areas and dispose of in specified dumpsters
- Clean preschool entrance and preschool hallway floors.
- Hospitality Center: Prepare coffee area prior to Sunday services and special events; discard coffee, wash coffee pot, and clean coffee area in the main lobby after use; replenish supplies as needed
- Check and keep outdoor areas neat (e.g., entrances, patio, maintenance area outside kitchen door); sweep, straighten outdoor furniture, empty smoking urns, etc.)
- Clear ice and snow from entrance areas and/or treat with ice melt, when necessary
- Keep custodial closets organized; notify Business Manager of any supplies that need to be ordered
- Keep supplies in restrooms, kitchen, and coffee house adequately stocked
- Follow manufacturer's instructions regarding the safe and responsible use and disposal of cleaning chemicals and supplies
- Operate and maintain job related equipment (e.g., wet mop machine and floor buffer) safely and in accordance with manufacturer guidelines
- General Maintenance (e.g. replace light bulbs and ballasts; clean light fixtures; clean or replace defective ceiling tiles; clean HVAC vents; repair and paint damaged walls; keep parking lot clean; treat fire ants
- Notify Business Manager of safety concerns, repairs needed for facility operating systems, etc.
- Read and understand the Kitchen Use Guidelines
- Understand and adhere to HUMC Safe Sanctuary Policy

- At the direction of the Business Manager, provide additional support, as necessary, to the missions, ministries, and activities of the church
- Additional duties as may be assigned
- Commitment to the Mission and Vision of Huntersville United Methodist Church

**Facility:** Facility includes, but is not limited to, the Worship Center, stage/adjoining areas, classrooms, meeting rooms, offices, workroom, youth lounge, choir and robe rooms, Fellowship Hall, kitchen, Solid Grounds coffee house, restrooms, common areas, exterior spaces, parking lots, etc. Restrooms are located in the education hall, preschool classrooms, Cry Room, two in the pastors' offices, and near the Fellowship Hall.

**Work Schedule:** This is a part-time, hourly, non-exempt position at approximately 22-28 hours per week. Schedule flexibility is available extra hours may be needed for special events.

**Minimum Qualifications:**

- High school diploma or GED
- Flexible schedule
- Must be reliable, responsible, and dependable
- Ability to communicate via telephone, in written form, email, or in person
- Ability to stand, walk, stoop, bend, stretch, climb ladders, and lift up to 50 pounds
- Ability to accomplish duties with minimal supervision
- Ability to work alone and/or in cooperation with others
- Attention to detail and thorough in completing tasks
- Willingness to accept responsibilities and challenges
- Ability to handle changing priorities with composure and a cooperative attitude
- Enthusiastic, encouraging, honest, and cooperative, with a strong work ethic
- Ability to lead and engage people of varying ethnicities, socio-economic levels, and generations
- Team player
- Treat co-workers, congregation, visitors, and children with respect and dignity
- Commitment to the mission and vision of Huntersville United Methodist Church

**Desired Qualifications:**

- Two years' prior maintenance experience
- Ability to perform minor repairs to faucets, toilets, hardware, door handles, etc. is a plus
- Previous experience with floor buffing equipment is beneficial
- Great part-time job or extra job

**Accountable to:** Business Manager; Senior Pastor

**Interested Candidates:** Please submit a resume to [tabithas@huntersvilleumc.org](mailto:tabithas@huntersvilleumc.org) with "Maintenance Associate" as the subject.