



# UNITY TEMPLE

UNITARIAN UNIVERSALIST CONGREGATION

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## Job Opportunities

### Building Custodian

#### **GENERAL OVERVIEW:**

Performs general cleaning and maintenance of the church buildings, furnishings and equipment in order to provide a clean, comfortable and safe environment for the programs of the church.

#### **REQUIRED CORE COMPETENCIES:**

- The ability to work and communicate effectively within a team environment
- Requires some basic knowledge and practical experience in the elements of building and grounds maintenance (such as HVAC, electrical systems, plumbing)
- The knowledge and ability to perform duties and implement procedures required to maintain a building while completing a broad range of cleaning and minor maintenance services

#### **QUALIFICATIONS:**

- Required ? high school diploma or GED and 3-5 years? experience.
- Physical and mental ability to perform a full range of cleaning and janitorial duties
- Excellent communication and interpersonal skills with staff and congregants, the public and our partners
- The knowledge and ability to use the internet, email, and Microsoft office
- Capable of working as a member of the team and be a self-starter with minimal supervision
- Ability to work all required shifts

#### **DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Works closely with Director of Operations and Office Manager to ensure smooth day-to-day operations of the church
- Serves as key liaison with outside contractors and service providers
- Assist in implementation of RFP process from outside contractors and vendors in all areas related to building and grounds maintenance
- Cleans, dusts, vacuums, mops, sweeps and washes: ceilings, floors, walls, furniture, bathrooms, rooms, kitchens, hallways, windows, doors stairways, and any other fixtures

- Collects garbage, recycling and compost from classrooms, offices, washrooms, meeting rooms, doors, stairwells, from all properties and disposes correctly into proper bins
- Replenishing disposable supplies such as toilet tissue, soap, paper towels, etc.
- Uses equipment and supplies properly in accordance with all safety regulations and procedures. Cleans, maintains and properly stores equipment after use
- Reports problems to Director of Operations and/or Office Manager
- Ensures proper alarm procedures are followed when entering or leaving facilities
- Manage routine maintenance checks to ensure safety and compliance with state regulations
- Performs snow and ice control duties as necessary
- Performs other operational duties as requested
- Set up and breakdown daily set up's for various religious education programs, worship services, events meetings programs or parties as needed
- Identify the short and long term building needs
- Create and maintain a buildings maintenance schedule

### **WORK ENVIRONMENT:**

- Use tools required in performance of duties such as mops, brooms, plungers, hammers, screwdrivers, vacuums, carpet cleaners, etc.
- Work with varying cleaning liquids, powders, sprays, soaps, latex gloves, etc.
- Potential to be exposed to chemicals, unclean substances and soiled conditions
- Job required predominately walking, standing and lifting. Normal work time spent indoors with occasional outdoor periods of time
- A neat and tidy personal appearance must be maintained
- Occasional periods of high levels of physical exertion are required. This includes heavy lifting (50lbs +), walking, bending, pushing large loads, carrying, stooping, reaching, standing on ladders, shoveling, etc.
- May be required to work in small spaces and in areas with mechanical equipment

### **ATTITUDES AND SKILLS NEEDED FOR SUCCESS:**

- An attitude of wanting to do the very best work that will reflect on both the congregation as well as staff
- An attitude of liking and caring for people
- A self-starter with strong attention to detail who is energized by challenges and has a willingness to learn
- An understanding of the value of teamwork and a desire to be a part of the staff team
- Possesses creative problem solving skills, is reliable and will follow-thru in an organized and timely manner
- Ability to implement and remember the congregation's systems
- Excellent communication skills

### **HOURS:**

This position is hourly. Must be available to work Monday ? Friday from 8am ? 12am ? however per the collective agreement, may need to work evenings, days, weekends (when required). Position subject to approved overtime.

This position does require a complete background check.

**CONTACT:** to apply to this position please send your cover letter and resume to [hr@unitytemple.org](mailto:hr@unitytemple.org) <sup>[1]</sup>

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### **Nursery supervisor and Childcare coordinator job position opening**

Unity Temple is looking for a warm, welcoming, and experienced Nursery Supervisor and Childcare Coordinator to work with the youngest among us on Sunday mornings in the nursery as well as coordinate babysitting for congregational events outside of Sunday mornings . This is one job with two different roles. As Nursery Supervisor, this person will provide a compassionate and consistent presence in caring for our babies and toddlers during the Sunday morning worship service times, supervise, train and schedule other nursery staff, maintain the nursery as a safe and clean environment, welcome and orient new families to the nursery, and build relationships with and communicate effectively with parents. The nursery hours are Sundays from 8:30 a.m.-12:30 p.m. September through May, and 8:30 a.m.-10:30 a.m. June through August, and approximately one hour outside of Sunday morning. As Childcare Coordinator, this person will recruit, train and schedule childcare providers for child care needs for programming at Unity Temple beyond the Sunday morning religious education schedule. Hours will vary. Texting capacity required. Please contact Rev. Emily Gage, Minister of Faith Development, at [egage@unitytemple.org](mailto:egage@unitytemple.org) with interest and questions.

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### **Preschool Coordinator Job Position opening**

Unity Temple is looking for a preschool coordinator to introduce Unitarian Universalist rituals and teach preschool curriculum to 3 and 4 year old children during both Sunday morning worship service times. The coordinator will provide a safe, fun, and caring environment for those children, coordinate the assistant schedules, communicate regularly with parents, coordinate resources and plan lessons weekly, and otherwise nurture and support the spiritual growth and development of the children. Experience working with young children required; Unitarian Universalist familiarity preferred, but not required. Hourly rate; 8:30 a.m.- 12:30 p.m. on Sundays, other hours flexible, up to 8-10 hours per week. Please contact Rev. Emily Gage, Minister of Faith Development, at [egage@unitytemple.org](mailto:egage@unitytemple.org) with interest and questions.

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#### **Links:**

[1] <mailto:hr@unitytemple.org>