

Christ Episcopal Church

General Handyman (Part-time) – Job Description

Overview

This person will work with another part time Property Manager, and share duties including cleaning, light maintenance, and minor repairs of the church building and grounds. Other tasks include setting up for events and activities and supporting large parish-wide events.

This is a part-time position with a minimum of 6 hours per week to approximately 20 hours per week depending on the time of year and the availability of the other members of the team. The Handyman should be available on Sundays from 7:30 am to approximately 12:30 pm to open and close the church and perform other duties as needed.

General and Ongoing Responsibilities

While Christ Episcopal Church has contracts for a cleaning service (x2/month), snow plowing, and a lawn service, the handyman may be called to support each of these activities.

1. The handyman will be responsible for light maintenance and minor repairs of the church buildings and the rectory. Maintenance will include changing batteries and light bulbs (within reach of a ladder), changing filters, and touch-up painting. Minor repairs could include plumbing and electrical such repairs will depend on the handyman's skills.
2. The handyman will, as needed, be responsible for treatment and snow removal of walkways and sidewalks. The ability to use a snow blower is required.
3. The handyman will, as needed, be responsible for cleaning the memorial garden, digging holes with a post hole digger for internments, and making sure the walkways are cleared of leaves.
4. The handyman will regularly set up rooms throughout the church building as needed for upcoming events or seasonal cleaning in consultation with the parish administrator. This includes moving chairs and tables and setting up auto-visual equipment.
5. The handyman will, as needed, help with cleaning the church.

Qualifications and Requirements

1. Have the ability to work with a diverse group of people and be polite and positive. Be reliable, responsible, and exercise initiative
2. Have knowledge, or the ability to acquire knowledge, of basic building maintenance.
3. Have the ability to perform basic repairs and safely use the tools to do so.
4. Have the ability to work independently and be proactive with limited supervision.
5. Be physically fit and able to lift and carry items up to 50 lbs., work from a tall ladder, kneel, squat, and stand to perform duties.
6. Agree to and abide by the Safe Church Policies and the Sexual Harassment Policies of the Episcopal Church, the Episcopal Diocese of Rochester, and Christ Church.
7. A confidential background/CORI check shall be performed as a condition of employment.

Compensation and Terms of Employment

1. This is a flexible part-time position with a minimum of 10 hours per week to about 20 hours per week.
2. This is an employee at-will position.
3. Starting compensation is \$22.00 per hour.

Non-Discrimination Statement

Christ Episcopal Church does not discriminate on the basis of race, color, sex, age, disability, religion (for lay staff), citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, gender identity, or disability.