

NEW BEGINNINGS UNITED METHODIST CHURCH



Job Description: Building Steward

Principle Focus

Under the immediate direction of the Senior Pastor and the Staff Parish Relations Committee (SPRC), the Building Steward will work accordingly with the Trustees and Church Council to clean, maintain and improve the church's facilities.

The Building Steward is a member of the administrative staff and is selected by the Staff Parish Relations Committee (SPRC) for an unspecified period of service.

This is a full-time, nonexempt, forty (40) hour per week position.

Normal scheduled work hours for this position are 12:00pm (noon) until 9:00 pm Monday thru Thursday and 9:00am until 6:00 p.m. on Friday with one hour each day allocated for breaks and/or meals.

Building Steward shall not be a member of New Beginnings United Methodist Church.

Duties and Responsibilities

- Coordinate with Trustees and the Senior Pastor to plan and implement the approved schedule of cleaning facilities, fixtures, and furniture.
- Maintenance and repair of church properties and equipment.
- Setup/breakdown rooms for scheduled purpose.
- Monitor building security by performing such tasks as ensuring building vacancy and locking doors after operating hours.
- Notify Trustees and the Senior Pastor of broken or malfunctioning systems and equipment by using an approved work order.
- Order supplies and equipment needed for cleaning and maintenance duties applicable to Building Steward responsibilities.
- Perform additional duties as assigned by Senior Pastor and/or designated Trustee.
- After special events on weekends, ensure all used spaces are clean and set up for Sunday worship and activities. These will be scheduled a minimum of one month in advance and communicated in writing by the Senior Pastor or Communication Lead. Church events will be paid at Building Steward's hourly rate or compensatory time off as approved by the Senior Pastor. Rental events and non-ministry events will be paid by the church at 1.5 times the Building Steward's hourly rate.
 - Example 1: A church-wide fundraising dinner is scheduled for a Saturday. Immediately following the event, the Building Steward will be expected to clean and setup for Sunday worship and activities. Compensatory time off will be taken as scheduled with the Senior Pastor.
 - Example 2: A family schedules a rehearsal dinner, wedding and reception in the church's facilities. The Building Steward will be expected to be on site during the entire event. Immediately following the event, the Building Steward will be expected to clean and setup for Sunday worship and activities. Rental events and non-ministry events will be paid by the church at 1.5 times the Building Steward's hourly rate.

Skills, Education and Requirements

Become and maintain current CPR/First Aid certification and Safe Sanctuary certification.

The church reserves the right to conduct pre-employment and/or random alcohol and/or drug testing.

Revised: July 16, 2019