

The United Church of Santa Fe seeks an energetic and caring individual as Sunday Custodian. Job to start in mid-February 2020 with an in-depth training period.

United Church of Santa Fe, NM
505-988-3295

Job Description:

Sundays from 6:45 AM to 3:00 PM+/-
Other work possibly during the week as well

\$17.00 per hour

Qualifications:

1. Work closely under the direction of the Senior Pastor
2. Responsive and take direction well
3. Responsible and punctual
4. Intuitive, think ahead, and problem-solver
5. Must be able to be an “on the spot” problem solver
6. Able to stand and work for 7-8 hours, with some sit-down time
7. Accurate in detail
8. Multi-tasking skills and able to interweave multiple activities in short time frame.
9. Care about people and their immediate needs
10. Genuinely enjoy repetitive work actions and certain site-specific work
11. Team player, working with other individuals, assisting and facilitating

Optional, but helpful:

12. Basic knowledge about Mac computer/visual projection

Basic Duties:

- Open and close the church each Sunday (doors, windows, etc.)
- Prep and straighten up Sanctuary for two services (lights, heat, straighten chairs, etc.)
 - Set-up Communion set-up every Sunday
 - Record 11:00 Sunday service on Mac and Zoom
- Check restrooms for supplies, etc.
- Move chairs/arrange chairs for presentations in other rooms.
 - Check heat, lights, etc.
 - Set up computer and projector if needed.
- Clean up after last service:
 - Wash plates, flatware, cups, glasses, coffee and tea urns.
 - Sweep up and empty waste containers, as needed
- Lock doors and windows, check lights and heat.