

Saint Andrew Lutheran Church
3101 W. Cholla Street
Phoenix, AZ 85029
1-602-942-5811

Maintenance and Groundskeeping Specialist at Saint Andrew Lutheran Church

Saint Andrew Lutheran Church is seeking a Maintenance and Groundskeeping Specialist for the campus of Saint Andrew.

Employment: 10-15 hours a week. On a set schedule

Compensation: (Hourly – between \$20.00 and \$22.00).

Tentative start date: when the position is filled.

A formal interview will be a part of this job application.

Objective:

The primary objective of this position is to perform the maintenance of the buildings and groundskeeping on the Saint Andrew Lutheran Church campus.

Job Requirements:

- 1) Willingness to work as part of staff to further the mission, vision, and values of Saint Andrew Lutheran Church.
- 2) Related work experience.
- 3) Working knowledge of general building maintenance and groundskeeping.

Exemplary Qualities and Skills:

- 1) Self-motivated and self-starter.
- 2) Minor carpentry, painting/drywall, plumbing, and lawn equipment usage and repair.
- 3) Ability to work with volunteers.
- 4) Ability to work with vendors that are called upon to do work on campus.

Responsibilities:**Overall:**

- 1) Tend to the basic property maintenance such as, but not limited to, changing light bulbs, changing AC filters, and minor repairs in all the buildings on the Saint Andrew Campus.
- 2) Work to make an operations manual with schedule of recurring maintenance items for building, equipment, pest control, changing of AC filters, smoke detector batteries, batteries for AHV, fire extinguishers, etc.
- 3) Schedule repairs as needed in consultation with Pastor and/or property manager.
- 4) Tend to minor building repairs such as painting, caulking, and other items needed inside the buildings on campus that do not require a licensed contractor.
- 5) Work within the budget given to order supplies to ensure that maintenance needs are met.
- 6) Weekly maintenance of grounds, including lawn mowing, rodent control, trash pickup, etc.
- 7) Other duties as assigned.

General:

- 1) This position reports directly to the Pastor.
- 2) Must be eligible for a Level 1 Fingerprint Clearance Card and background check.
- 3) Saint Andrew Lutheran Church is a Drug Free Workplace.

Email: pastorkari@saintandrewaz.org

Or mail resume, along with application to: 3101 W. Cholla Street, Phoenix, AZ 85029

Questions: please contact Pastor Kari at (602) 942-5811.

This position will remain open until a Maintenance Specialist is hired.