

BUILDING SUPERINTENDENT

(Major Ministry: Helps)

Staff position, currently held by:

Mark Adams

Main function/objectives:

To keep the Bethel Church environment clean and well-maintained.

Qualifications:

- Working knowledge of:
 - Basic cleaning equipment and materials
 - Different cleaning processes and techniques
- Basic knowledge of:
 - Carpentry, plumbing, painting, general “household”-type repairs (anything requiring more advanced knowledge is delegated to specialized contractors, i.e. electricians etc.)

How appointed/selected: paid position, hired by the Personnel Committee.

Specific responsibilities

- 25 hours per week
- Weekly routine cleaning and maintenance of church property:
 - Cleaning/vacuuming inside
 - Lawn maintenance for church property, Bethel Houses and Caldwell Moore law firm next door (in return for their allowing us to store our snow clearing/mowing equipment there). This includes some flower-planting/weeding/watering at Bethel in the Spring.
 - Snow removal of East Wing walkway in the winter and Caldwell and Moore property as well
- Monthly fire equipment/safety inspections
- Set up/take down for various church functions, as needed
- Calling outside companies when problems are beyond the scope of the position (i.e. heating/air conditioning issues, annual carpet cleaning etc.)
- Assist/Supervise outside companies when present
- Maintain inventory and replenish pertinent supplies (cleaning/bathroom tissue/dishwashing soap etc.) as needed – needs a vehicle

Responsible to: Deacons

Modes/Frequency of communication:

- With staff (to coordinate ongoing needs), on a daily/weekly basis
- To deacons, monthly