



## Plain Community Church

### Caretaker Job Description

Plain Community Church is seeking to fill the Church “Caretaker” position. This position is compensated by the provision of housing (Caretakers Cottage) which includes water, trash, and electricity, and which is located on the church grounds. A housing agreement will be signed before employment.

For a summary of the job description see below. A more detailed manual of the specific duties is also attached.

If interested please submit a cover letter and resume with references to the office at Plain Community Church. The process will include interviews for the top candidates. PCC requires a criminal back ground check for employment.

#### **Plain Community Church Caretaker Job description:**

This position works for the Pastor of the church and the Buildings and Grounds Commission Deacon.

The Caretaker role is to oversee all caretaking of the church grounds, including inside and outside care of the buildings and grounds as spelled out in detail in the caretaking manual.

1. Outdoor caretaking includes different tasks for each season:
  - a. Summer tasks include: mowing, equipment care (mowers, weed whacker, lawn tools), getting gas, picking up debris, watering (by hand, with hoses, and with sprinkler lines), keeping sprinkler lines working, bridge filter cleaning, blowing parking lot, outdoor lights, bee traps, moles, weed spray, keeping the grounds looking kept up and neat
  - b. Fall tasks include: equipment storage, winterizing water lines, trimming for winter, miscellaneous tasks
  - c. Winter tasks include: snow blowing, shoveling and deicing, parking lot lights, plowing with tractor, equipment care (snow blower, shovels)
  - d. Spring tasks include: preparing for summer
2. Facilities Caretaking:
  - a. Cleaning church and Burgess: keeping insides of buildings clean including: bathrooms, kitchen, rooms/hallways, sanctuary, etc. and quarterly deep cleaning
  - b. Maintenance: light bulbs, furnace filters, water salt system, water filter
  - c. Repairs when things break: requests will come through the church office as people see things that need repair. Work with the Buildings and Grounds Deacon and/or the Pastor for repairs that require funding.
3. The Caretaker will attend the monthly Buildings and Grounds Commission meetings to keep the Deacon and members informed of issues.
4. The Caretaker may be expected to attend weekly staff meetings.
5. Church membership is required within 6 months of employment.