

Job Description

Position Title: Custodian & Light Maintenance Technician

Organization: North Pacific Union Conference

Employment Type: Part-Time Non-Exempt

Compensation and Benefits: \$20.05 to \$31.97 Per Hour depending on qualification and experience. May include retirement and paid time off.

Position Summary

The Custodian & Light Maintenance Technician supports the mission of the North Pacific Union Conference by ensuring that facilities are clean, safe, and well-maintained. This individual will perform custodial duties and assist with light maintenance tasks to provide a welcoming environment for staff, visitors, and members.

Key Responsibilities

- Perform daily custodial tasks including sweeping, mopping, vacuuming, dusting, and restroom cleaning.
- Empty trash and recycling receptacles, ensuring proper disposal.
- Maintain building entrances, hallways, and common areas in a clean and orderly condition.
- Conduct light maintenance tasks such as replacing light bulbs, minor repairs, and basic upkeep of equipment.
- Assist with setup and teardown for meetings, events, and conferences.
- Monitor and report facility repair needs to supervisor.
- Ensure compliance with safety and sanitation standards.
- Maintain inventory of cleaning supplies and request replenishments as needed.

Qualifications

- High school diploma or equivalent preferred.
- Previous custodial or maintenance experience desirable.
- Ability to lift to 40 pounds and perform physical tasks such as bending, standing, and climbing ladders.
- Basic knowledge of cleaning methods, materials, and equipment.
- Ability to perform minor repairs and maintenance safely.
- Strong attention to detail and reliability.
- Commitment to the values and mission of the North Pacific Union Conference.

Work Schedule

- **Hours:** 4–6 hours per day
- **Days:** 4 days per week (schedule to be determined with supervisor)
- Flexibility may be required for special events or projects.

Additional Information

- Reports to: Facilities Manager (or designated supervisor)
- Location: North Pacific Union Conference headquarters
