

## 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.

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### 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.

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### 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.
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### 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.
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### 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.
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### Additional Information

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