



Kingswood United Methodist Church
401 W. Dundee Road, Buffalo Grove, IL 60089
www.kingswoodumc.com 847.398.0770

To apply, please email resume and inquire to ehicks@kingswoodumc.com

Position: Lead Janitor
Reports to: Church Administrator **Full-Time Position:** 30-35 hours per week average
Salary: Hourly starting at \$12-14/hour – depending on experience

Job Summary: This position is responsible for performing general janitorial services for the church primarily focusing on the building cleaning and regular upkeep. Maintain an efficient and pleasant building environment for all staff and visitors. Open and close the building at scheduled times. Some additional hours are required for special events at certain times of the year. Manage projects, contractors and special projects when needed in collaboration with the Church Administrator and Trustees.

Primary Responsibilities:

- Provide basic janitorial and cleaning service for church facilities on a daily weekday basis
- Complete minor repairs and improvements on the building
- Prepare rooms for use based on information from Church Administrator
- Lock/unlock the building as scheduled during weekdays.
- Oversee contractor and special projects as needed in collaboration with Church Administrator
- Additional tasks and special cleaning projects as needed
- Proactively identify building and maintenance issues

Required Skills:

- Strong performer with good attendance and timeliness.
- Ability to self-direct work independently
- Highly motivated, reliable and able to meet deadlines.
- Good communication and prioritization skills
- Take initiative on building upkeep, projects and repairs
- High school diploma or GED

Preferred Skills:

- Basic knowledge of electrical, plumbing and construction
- Project management of building projects

Job Conditions/Physical Requirements:

- Ability to work weeknights and at special events as needed.
- Ability to lift 10-50 pounds
- Ability to climb ladders

APPLY by sending an email or letter with resume to:

Elizabeth Hicks, Church Administrator
Kingswood Church
401 W. Dundee Road
Buffalo Grove, IL 60089
ehicks@kingswoodumc.com

February 19, 2019