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## SAEC Plant Manager - Principle Duties and Responsibilities:

Hours: Monday-Thursday (8am-5pm) / Sunday (7am-3pm)

Salaried position with benefits, including health insurance and pension

### General Cleaning, which will include but not be limited to:

- Daily Cleaning (sinks, toilets, counters, mirrors, floors) and Restocking (toilet paper, paper towels, soap) of all Bathrooms. Special attention prior to Sunday Service or other congregational events.
- Daily cleaning of classrooms after school dismissal.
- Daily cleaning (sinks, counters) of kitchens and coffee bar areas, as needed.
- Sweep/vacuum all non-carpeted floors and walk-off mats daily. Mop all non-carpeted floors at least weekly, with special attention to the Parish Hall.
- Vacuum carpets and rugs weekly.
- Dust/vacuum pews, pulpit, piano, and all surfaces in the foyers and sanctuary weekly.
- Dust all furniture in all church offices / other rooms in church building weekly.
- Sweep outside entrances as needed.
- Empty all trash as needed. Place recycle bins at curb the night before pickup.

### Building Maintenance, which will include but not be limited to:

- Change light bulbs and air filters as needed.
- Be aware of non-functioning equipment and report to Office Manager.
- Arrange with Office Manager for all needed repair/service calls. Be available for repair service calls when schedule permits.
- Report to Office Manager all unsafe conditions.
- Dust/Clean ceiling fans, window blinds, air vents, baseboards, and trim monthly.

- Work with Office Manager to order cleaning supplies, light bulbs and toiletries necessary.
- Keep general area around exterior of building free of debris.
- General maintenance, as needed. Make general repairs within ability level.
- Keep Janitorial Closets and Storage Areas clean and organized.

Sunday Duties, which will include but not be limited to:

- Unlock the parking lot door into the church and turn off alarm.
- Turn on all lights in the downstairs halls, in the Church, Narthex and Parish Hall.
- Unlock interior doors to Church Nave and sanctuary.
- Unlock all other exterior doors and the two garden gates.
- DO NOT unlock the Clergy Vesting Sacristy, the Altar Guild Sacristy, the Acolyte Vesting Sacristy, or the Alms Room.
- Check all bathrooms before and after services for cleanliness and supplies.
- Check A/C - all systems should be on.
- Clean classrooms, from Friday use.
- Make sure tables and chairs are set up in the Parish Hall for coffee hour. After the last coffee hour, break down and set up for Rhythms of Grace service.
- Before you leave, lock all interior doors, check the bathrooms for cleanliness and turn off lights, and lock all exterior doors with the exception of the entrance door from the parking lot into the church. Lock all outside gates.

Property Committee Interface, which will include but not be limited to:

- Attend monthly Property Committee meetings. Meetings are typically one hour long, on a weeknight or Sunday, once per month. Meetings may be in person or via Zoom call.
- Provide verbal reports to Property Committee during meetings, as needed.

- Work with Junior Warden or other members of the Property Committee on projects and/or services needed to be completed on the property.

Extra Services, as needed or as requested:

- Moves tables and chairs in Parish Hall.
- Help Altar Guild with details for Weddings and Funerals.
- Help Events Committee with details for Events.