

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: General Maintenance Worker/Custodian
Reports to: Campus Operations Manager
Location: Boston, MA
Status: Full-time (40 hours per week)

Overview

Gordon-Conwell is a multi-denominational evangelical Protestant graduate school, unique with its broad array of over 2100 students and 200 faculty and staff from 98 denominations and 55 countries. Our four campuses include a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in downtown Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

Position Summary

The General Maintenance Worker/Custodian performs various routine tasks: cleaning and sanitizing restrooms, grounds-keeping, throughout the building and grounds. The General Maintenance Worker/Custodian position requires inspecting facilities, conducting minor maintenance of building fixtures, and furniture inspects general maintenance repairs and building renovations: buildings, grounds, and equipment. The work is performed under the supervision of the Operations Manager's direction.

Primary Responsibilities

- Responsible for the performance of facility maintenance such as light plumbing, changing light ballasts, bulbs, carpentry, painting, and other light repairs.
- Responsible for maintaining the property through janitorial duties such as cleaning restrooms, sweeping, mopping, vacuuming, polishing, and dusting.
- Responsible for grounds-keeping to include sweeping, landscaping, and other duties that may be assigned.
- Assist with set-up and takedown of tables and chairs for events.
- Assist with checking facilities for safety hazards and report any deficiencies.
- Responsible for checking thermostats and regulate heating/cooling systems as needed.
- Responsible for ensuring that all windows and exit doors are secured at the end of work shift.
- Responsible for moving of furniture and supplies as directed by Supervisor.
- Track maintenance repairs throughout the property and conducts daily/weekly building walk- throughs.

Education and Experience

- Semi-skilled in basic maintenance trades: 3 years (Required)
- High School Diploma or GED equivalent (Required)
- Must be able to lift 50lbs, bend, stoop.