Ivy Baptist Church
50 Maple Avenue
Newport News, VA 23607

Building & Grounds Position

Position Title: Custodial/Maintenance Position	Department: Facilities
Reports to Position Title: Facilities Maintenance Coordinator	Revised: 2/20

□Full-time ☒Part-time □Contract

□Pastoral Ministries ☒Administrative Ministries

Position Summary:

Ivy Baptist Church is a rapidly growing, intergenerational church located in the nearby East End section of Newport News, VA. Ivy Baptist is seeking a Custodial/ Maintenance person that will help the ministry with its day to day cleaning and maintenance of the building and grounds. This is a part time position (20- 30 hours) that reports directly to the Facilities Maintenance Coordinator which reports to Executive Administrator of Ivy Baptist Church. The duties and responsibilities of the Custodial/Maintenance position are included but not limited to:

General Professional Qualifications:

- A High School diploma or GED equivalent
- A minimum of three (3) to five (5) years of experience in Facility Maintenance and Flooring is required.
- General knowledge of heating systems and plumbing
- Maintain proper condition of floor equipment

General Personal Qualifications:

- A team player and willing spirit to support other Staff members as needed is essential. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
- Embrace and embody the mission, vision, guiding bylaws, goals and office policies and procedures of Ivy Baptist Church.

Specific Qualifications, Principles Duties and Responsibilities:

- Good Driving record
- Ability to lift 30 pounds
- Building & Ground maintenance skills
- Provide standard janitor cleaning duties, buffing, waxing and stripping of floors
- Knowledge of HVAC systems
- Knowledge and Experience with plumbing
- Ability to work at a rapid pace and manage multiple priorities
- Assist with daily classroom set up
- Good communication skills
- Strong attention to details

***Some Flex Schedule hours based on ministry meeting and events

Please send a resume and name, address, phone number and email address of three (3) professional references to:

Ivy Baptist Church
c/o Angela Jones
50 Maple Avenue
Newport News, VA 23607
Or Email information to: ajones@ivybaptistchurch.org

Deadline for submission: February March7th at 5pm.