

# Brookland Baptist Church

## Vacancy Announcement

<b>Job Title:</b> Maintenance II	<b>Vacancy #:</b> 2020-05	<b>Number of Vacancies:</b> 1	<b>Type of position:</b> <input checked="" type="checkbox"/> Part-time	<b>Opening Date:</b> 11/12/20	<b>Closing Date:</b> Until filled <b>Error! No bookmark name given.</b>
<b>Contact:</b> For additional information, please contact Tim McAllister (803) 744-7905			<b>Mail your application to:</b> <b>Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202</b>		

### Primary Duties and Responsibilities:

- Buff, strip, wax, burnish and/or shampoo floors
- Replace light bulbs, ballasts and fixtures
- Light plumbing
- Light electrical
- Carpentry and painting
- Equipment and furniture repair
- Maintain glass surfaces and doors. Perform simple glass replacement
- Keep grounds litter free
- Ability to operate commercial maintenance equipment, to include pressure washing
- Maintain gutters
- Set-up and breakdown of rooms for meetings, dining or other events to exact written or oral specifications
- Back-fill Maintenance I duties, as needed
- Pick-up and/or delivery of supplies
- Maintain a friendly and positive disposition at all times
- All other related duties and tasks as assigned

### Requirements:

- High school graduate and 2 years of experience or any equivalent combination of education, training and experience
- Valid driver's license

- ☐ Operate commercial maintenance equipment and perform general custodial/housekeeping duties
- ☐ Ability to serve as primary liaison with third party vendors
- ☐ Good health & physical condition with the ability to lift at least 50 pounds
- ☐ Good personal appearance and cleanliness at all times
- ☐ Demonstrated ability to climb ladders and use scaffolds
- ☐ Be a team player and relate well to church members and all external customers
- ☐ Good attitude and willingness to work
- ☐ Ability to practice good work habits at all times
- ☐ Must be flexible with ability to work non-traditional hours and weekends as needed

***Applications must be RECEIVED at the address listed above by the closing date.***