

Approved by Council 12-21-21

Revised 2-15-22

**Our Saviour's Lutheran Church
Campus Caretaker
Position Description**

Our Saviour's Lutheran Church has the vision to be a loving, inclusive, and inviting community in Christ in the heart of Tucson, Arizona. To bring our vision into reality, we embrace the future of an ever-changing community by building loving, authentic connections; developing faith through worship and the study of God's Word; cultivating diversity; caring for others; advocating for justice in our community, nation, and Earth.

Position Description:

Reliable caretaker to perform and coordinate maintenance and repair tasks in the interior and exterior of the campus premises. Candidates must be well-organized, possess general repair skills, and have a keen eye for detail. Must be able to lift 50 lbs and be active most of the day.

Key Job Responsibilities:

- Maintain campus project list with project timelines
- Perform maintenance and light repairs
- Perform routine groundskeeping on the grounds
- Schedule and work with landscaper for major landscaping
- Paint and fill gaps or crevices on walls, sidewalks etc., and interior as requested
- Install lighting/replace bulbs as needed
- Repair equipment or appliances (or refer as needed)
- Setup for various church and outside group events
- Manage lights and temperature for use and sustainability
- Daily maintenance by light sweeping, vacuuming, as needed
- Schedule & Assist tradespeople with electrical, plumbing or HVAC repairs
- Determine suitable projects for volunteer work groups
- Coordinate volunteer work groups as needed (with help of Parish Coordinator)
- Undertake duties as assigned or emergency tasks
- Identify and report the need for major repairs
- Should be self-motivated and able to work as a team

Education and Work Experience Requirements:

- High school education or equivalent
- Previous experience in general maintenance
- Valid driver's license required
- Ability to work with minimal supervision
- Good communication and interpersonal skills
- Organized, detail oriented, self-motivated, and able to multitask
- Ability to work with diverse groups of people
- Ability to contribute to a positive working atmosphere in a team-based setting that supports the congregation's mission
- Empathy for marginalized and vulnerable persons, especially those seeking social services
- Appreciates and cultivates diversity.

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Employment Information

An annual performance review will be conducted by the Pastor and Personnel (Executive) Committee by June of each year.

Part-time, hourly, non-exempt position.

Pay is \$15.00 - 18.00/hour (commensurate with experience).

Work is 20-24 hours/week, Sunday – Thursday.

Eligible for paid holidays, paid vacation, training and professional development and other benefits described in the Personnel Handbook. Not eligible for health benefits.

Location: Our Saviour's Lutheran Church, 1200 Campbell Avenue, Tucson, AZ

Interested Applicants: Please submit letter and resume by email: oslc@lutherantucson.org or contact the church office at 520-327-6521.