

Building and Grounds Lead

Cedar Street Baptist Church Richmond, VA

Full-time

The Cedar Street Baptist Church (CSBC) founded in 1867 is the seventh oldest African American church in the in the heart of Richmond, VA. We are a biblically based church where the word of GOD is Preached, Taught and Lived. It is our mission to be a ministry of EXCELLENCE as we fulfill the great commission while, living, learning, and loving. (Matthew 28:18-20)

The full-time building and grounds lead will clean and maintain the sanctuary and other parts of facility on the church campus.

Duties and Responsibilities:

Specific duties may include and are not limited to the following:

- Performs general cleaning and janitorial duties in all areas of the building. This includes routine restroom checks for the appropriate stocking of supplies.
- Assist with room setup for special events, conferences, and/or meetings. This includes adding and/or the removing of chairs and tables along with stacking and storing.
- On-site as scheduled for special events and rentals providing general cleaning and janitorial duties as well, after event facility recovery cleanup.
- Performs minor repairs and maintenance such as replacing light bulbs in fixtures and unclogging commodes, pipes, and sinks
- Perform routine cleaning and sanitizing restrooms
- Performs limited grounds maintenance such as litter pickup and cleaning snow from sidewalks.
- Ensures heating and cooling systems are operational and set appropriately in advance of scheduled building activities and events.
- Maintain a neat and orderly supply room; ensuring cleaning and maintenance supplies are stocked and available as needed.
- Assists in examining the building for safety hazards; reports deficiencies to supervisor.
- Performs other related duties as assigned.

Qualifications:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented, proactive, and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine janitorial and maintenance services.
- Ability to keep the building clean and orderly.
- Ability to interact with staff, church leadership, members and guests while remaining professional, polite, and courteous.
- Must be available to work mainly evenings, weekends, and holidays as scheduled
- Must be honest and trustworthy

Education and Experience:

- High school diploma or equivalent required.
- Must pass a background check.

Physical Requirements:

- Prolonged periods standing
- Must be able to bend, stoop, climb, reach, and lift to 50 pounds at a time.

Salary: Commensurate with experience

Applications Deadline:

Applications are available in the church office. Your completed application and/or resume must be submitted to the church office at 2301 Cedar Street attention Director of Human Resources, Deacon Eric Taylor. Review of candidate materials will begin immediately and continue until the position is filled. Contact the church office at 804-648-8919 or email etaylor@csbcog.org with any questions.

The selected applicant will be required to submit to a background investigation. CSBC is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.