



Macedonia Baptist Church

Faith in Action!

Michael-Aaron Poindexter, LMSW, MDiv. | Senior Pastor

Job Title: Cleaning/Janitorial Services

Job Type : Salaried Position

Work Hours: Varies in accordance with required services

Salary Range: The compensation will be salaried depending on experience and qualifications.

Job Location: Macedonia Baptist Church 26 Wilson Avenue Albany, NY 12205

Job Description: Macedonia Baptist Church is seeking a dependable and dedicated individual to serve as our Church Caretaker. The Caretaker is responsible for maintaining the cleanliness and general upkeep of the church facilities, including the sanctuary, classrooms, offices, kitchen, and restrooms. The Caretaker will also ensure that the church is presentable and ready for use for all church events, including worship services, weddings, funerals, and other special events. Ensuring church is always in a clean, welcoming and presentable state.

Candidate should be an exceptional team player with the ability to communicate positively and effectively on issues that may arise. Have a commitment to deliver high-quality cleaning service for satisfactory customer satisfaction. Maintain awareness of church activities in relation to MBC calendar.

Responsibilities:

- Overall cleaning and maintaining the church facilities, including the sanctuary, classrooms, offices, meeting rooms, fellowship hall, kitchen, restrooms and common areas.
- Kitchen surfaces and floors clean and disinfected and ready for use. Restock paper towel dispensers
- Bathrooms kept clean and disinfected including fixtures, sinks, toilets, urinals, glass, countertops, etc.
- Regular sweeping, mopping, vacuuming of all floors
- Dust horizontal surfaces
- Spot clean and remove prints/smudges from glass doors
- Remove trash and replace liners as needed. Take trash to dumpsters as needed
- Keep utility closet organized and clean
- Refill paper towels, bathroom tissue, soap dispensers as needed

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26 Wilson Avenue - Albany, NY 12205 | Tel: (518) 489-4370 – Fax: (518) 489-3414 – www.macedoniaofalbany.org



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- Keep inventory of cleaning supplies and notifying the church office when supplies are needed.
- Notification to Trustees of needed repairs, to church Trustees (i.e. leaks, broken equipment, notable stains, etc.)
- Ensure the building is secure and locked when work is complete
- Set up spaces for church meetings, activities and/or events as well as special projects and other duties as requested by the Trustee Ministry

Minimum Qualifications:

- Previous custodial/maintenance work experience in commercial-type facility is required.
- Ability to work independently and as part of a team.
- Ability to lift and carry at least 50 pounds.
- Must be able to work flexible hours, including Macedonia Baptist Church events/services, some evenings and weekends.
- Must be committed to and supportive of the church's mission and values.

Desired Qualities:

- Organized and methodical
- Detail oriented

To Apply:

Please submit a cover letter with resume or letter detailing related experience for position to:

trustee@macedoniaofalbany.org **OR** in the Church office in a sealed envelope addressed to:

Trustee – Caretaker Position

Letters should include:

- approach to a systematic cleaning strategy
- plan to support anticipated and unexpected absences

Applications will be reviewed on a rolling basis until the position is filled
For specific information call 518-527-4346

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