

Updated: November 16, 2015
Position Title: Custodian/Maintenance
Staff Group: Operations
Reports To: Custodial Supervisor
Location: Boston, MA (onsite)
Grade: 4, full-time

Basic Purpose

To provide routine cleaning, maintenance, hospitality and security services for the Unitarian Universalist Association (UUA) facility. To provide other Operations services such as backup reception and mailroom coverage.

Principal Responsibilities

1. Performs a variety of janitorial duties to clean assigned UUA property, including sweeping, glass cleaning, vacuuming, carpet cleaning, dusting, cleaning bathrooms, washing floors, stairs, hallways, kitchens, meeting rooms, sidewalks, and alleyways; shovels snow, polishes fixtures, washes dishes, empties trash and recycling receptacles, and operates cleaning equipment.
2. Sets up and breaks down rooms for meetings and events including arranging chairs and tables and other furniture, making coffee, setting up or removing A/V and other meeting equipment.
3. Provides routine maintenance services and small repairs such as changing light bulbs, performing routine plumbing clean outs, moving furniture/boxes/packages/equipment, putting out trash and recycling for removal, etc.
4. Performs routine safety and security procedures involved in opening and closing buildings, checking alarm systems, checking premises to guard against theft, fire, illegal entry. Provides access for visitors/guests outside of office hours.
5. When needed, provides basic carpentry including painting, patching and plastering, installing shelves, making minor repairs of desks, chairs, and other office furniture.
6. Provides backup coverage for receptionist, mailroom, and events as needed.
7. Brings mail to U.S. Post Office as necessary; makes messenger and bank runs.
8. Performs additional duties as required by supervisor, the Operations Services Director, the Treasurer and Chief Financial Officer, the Chief Operating Officer, or the President.

Schedule

Current scheduled shift is Monday through Thursday 2:00 p.m. to 10:00 p.m., Friday 12:00 p.m. to 8:00 p.m. (flexible), and Saturday 8:00 a.m. to 4:00 p.m. (flexible). Overtime may be required on occasions. Must be available to work flexible schedules between the hours of 6:00 a.m. and 10:00 p.m. on any day of the week, including weekends, within the standard UUA 35-hour workweek. Whenever possible, schedules will be planned in advance.

Qualifications

This is a non-exempt Grade 4 position (expected starting pay of \$16/hour). Requirements include a high school diploma (or equivalent). The ability to understand oral and written instructions in English required. Basic computer skills, including Microsoft Outlook a plus. Prior custodial, maintenance, and/or light carpentry experience is desirable. Must be able to climb ladders, to lift and move boxes, furniture, or other items up to 50 pounds, and to use cleaning equipment and tools.

How to Apply

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating “Custodian” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, and 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice.

Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org and uuworld.org.