Purpose
To coordinate daily maintenance, repair, and security services for the Unitarian Universalist Association (UUA) headquarters at 24 Farnsworth Street, Boston, and to supervise the custodial staff.

Principal Responsibilities
1. Supervises the work of custodians. Makes daily work assignments, providing training and guidance. Assists custodial staff in hands-on janitorial and maintenance tasks as needed to ensure high-quality levels of service and hospitality.
2. Oversees cleaning and general maintenance services and makes regular checks to see that tasks are properly completed. Develops, implements, and adjusts (as needed) equipment maintenance, supply inventories, and facility condition inspection checklists. Receives requests from staff, including help desk tickets or e-mails, and assigns personnel to make repairs of property and equipment promptly.
3. Performs light carpentry, plumbing/electrical evaluations (for service vendor calls), and any other required maintenance work.
4. Ensures quality work by custodial staff and contractors and the proper completion of daily operational details (cleaning, maintenance, service vendor coordination, and supply re-ordering). Inspects contractors' work upon completion of jobs to ensure UUA receives the maximum benefit for the money spent.
5. Oversees meeting setup arrangements, coordinating with the Hospitality Manager, supervisor, and other Operations staff.
6. Makes daily rounds of UUA property to ensure safety, security, cleanliness, and facility systems. Checks for proper lighting, and temperature.
7. Periodically updates facility-wide survey and prioritized report of present conditions and future physical plant and equipment needs and adds cost estimates for budget planning.
8. Assists employees to safety during emergencies.
9. Manages regular custodial inventory; maintains contact with vendors; purchases supplies and equipment as needed. Performs in-depth pricing/bidding review and analysis for materials suppliers, service vendors, and renovation contractors. Makes recommendations to supervisor about cost savings or service improvements.
10. Keeps the facilities functioning at the optimal level and ensures the timely completion of all the short- and long-term projects and tasks necessary to help the properties look their best and run most cost-effectively. Advises on Operations department activities and reports to supervisor about long- and short-term maintenance issues.
11. Oversees mailroom operations and provide hands-on supervision for processing outgoing mail with other Operations staff. Ensures that equipment is updated and functioning properly, supply inventories are maintained, and postage meter account levels are adequate.
12. Provides backup administrative support for the Hospitality Manager and Assistant to the Operations Services Director as needed, especially with facility rental and associated support services by external groups. Supplies on-site direction to day porter and nighttime tenant cleaning service.
13. Performs Operations Services Director responsibilities in their absence including reviewing and approving of staff overtime from time sheets, and hiring and supervision of short and long-term contractors and service vendors.
14. Performs other duties as requested by supervisor, the Treasurer and Chief Financial Officer, the Executive Vice President, or the President.

Qualifications
This is a Grade 10 position (expected hiring range $41,600-$51,900 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- High school diploma; some college-level work is desirable.
- 5+ years of supervisory experience in facilities management and some experience with vendors and suppliers.
- The candidate must be highly organized, very attentive to details, with good verbal and written communication skills.
- Demonstrated ability to successfully multi-task and prioritize projects, tasks, and simultaneous requests/needs.
- Proficiency in Microsoft Office applications (especially Outlook and Word, Excel is a plus).
- Good, basic math skills.
- General understanding of, and experience with, carpentry, plumbing, and electrical work.
- Some lifting and moving of furniture, equipment and boxes of up to 50 pounds. Ability to utilize safely up to a 12’ step ladder required.
- Experience in hiring, training, and supervising custodial/janitorial staff is preferred.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

How to Apply
People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating "Custodial Supervisor" in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 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 and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association
The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.