Updated: January 17, 2020  
Title: Custodian/Maintenance  
Staff Group: Operations  
Reports To: Custodial Supervisor  
Location: Boston, MA (onsite)  
Grade: 4, full-time with benefits

### 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, 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 Executive Vice President, 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 Grade 4 position (expected starting pay of $16/hour). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. 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. 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 résumé—indicating “Custodian/Maintenance” 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
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.