

Job Description: Part-Time Building Maintenance

Purpose/Summary

To ensure that the appearance of the property is maintained, troubleshoot, install and repair the building.

Duties and Responsibilities

- Performs daily maintenance services throughout the company
- Complete daily assigned task. Turn in completed paperwork at the end of each shift worked.
- Responsible for tasks, such as fixing leaky pipes, painting rooms, learning HVAC procedures, patching drywall and fitting locks.
- Ensuring building and grounds are cleaned and maintained.
- Provide on-call and after hours coverage in case of emergencies.
- Perform any additional duties as deemed necessary.
- Demonstrates general knowledge of carrying out repairs as necessary to maintain a building
- Demonstrates ability to establish and maintain effective working relationships
- Demonstrates ability to prioritize and multitask effectively
- Demonstrates basic knowledge of plumbing, simple electrical, carpentry, tiling and/or flooring, miscellaneous repairs and maintenance skills.
- Demonstrates ability to communicate effectively both orally and in writing
- Demonstrates ability to work and interact with departments throughout the organization
- Demonstrates commitment to the aforementioned Mission and maintains high standards of quality of work ethics and possess good customer service.
- Demonstrates ability to adhere to Church policies and procedures
- Demonstrates respect, cooperation, consideration and tact in dealing with peers, supervisors and others

Required Experience:

Educations

High school diploma or equivalent

Experiences

3-5 years of experience in related field.

Training and other requirements

Must be legally permitted to work in the United States and successfully pass any and all requisite pre-employment tests.

Valid Motor Vehicle License with an acceptable driving record in accordance with the insurance carriers "Driver Eligibility Criteria" document

Maintain flexibility in order to successfully perform job and meet deadlines.

To Apply for Position:

Qualified persons should do the following:

- Complete the application Below,
- Email Application to: sjones@bethany-newark.org, or
- Drop off Application at Bethany Baptist Church, 275 West Market Street, Newark, NJ 07103

Application Deadline: February 28, 2019

Position Preferences

For what position are you applying?

Salary desired: \$ _____ per _____ (specify hour, week or year)

Schedule desired: Full Time _____ Part Time _____ # of Hours Per Week _____ Could you work overtime?
Yes ___ No _____

What date could you start work? _____ Could you travel if required by this position? Yes ___ % of
Time ___ No _____

Education – Please list all schools attended beginning with high school

School Name:	City and State	Degree or No. years completed	Major or Subject	Grade Point Average

List any certificates earned or in progress, and /or any additional training programs not included in your formal education.

List any professional Affiliations to which you belong (please do not list activities which would include age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

Employer Name :	Position Title:	Supervisor Name and Title:	Reason for leaving:	Salary :
Address, City and State:	Dates of Employment From: To:			Per circle one - Hour, week, month Year

Professional References – Please list three professional references.

Name	Title	Company	Telephone	Relationship

Releases and Applicant’s Signature

All hiring and employment at Bethany Baptist Church is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Bethany Baptist Church has no specific term and may be terminated by the employee or Bethany Baptist Church with or without notice. I acknowledge that Bethany Baptist Church has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Bethany Baptist Church, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Bethany Baptist Church. I agree to release and hold harmless Bethany Baptist Church from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Bethany Baptist Church may be terminated.

Applicant's Signature

Date

Applicant Release

Bethany Baptist Church

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit, criminal convictions, motor vehicle and other reports. These reports will include information as to my character, work habits, performance, education and experience along with the reasons for termination of employment from previous employers. Further I understand that the Church will be requesting information from various Federal, State, and other agencies which maintain other experiences as well as claims involving me in the files of the insurance companies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from [Company] and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature

Date

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

Please Print Clearly:

Print Full Name: _____ Gender: Male _____ Female _____

Print other names you have used: _____ Dates used: _____

Date of Birth (mm/dd/yy): _____ Social Security #: _____

Current Drivers License #: _____ Issuing State: _____

Other Drivers License #: _____ Issuing State: _____

(list last 7 years only)

Home Address (for the last 7 years, list most current first – use back for more space):

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From/Toates: _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From/To Dates: _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From/To Dates: _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From/To Dates: _____

Check here if there are addresses listed on back _____

