



## **Job Vacancy Announcement**

**Position: Maintenance/Janitorial Technician**

**Job Type/Classification: Full-time, hourly, non-exempt**

## **ABOUT LIVING WORD INTERNATIONAL CHRISTIAN CHURCH**

Living Word International Christian Church (LWICC) is a multicultural, intergenerational church located in Silver Spring, Maryland. LWICC is a mission minded, Spirit-filled community that is Jesus believing, Bible teaching, people equipping and evangelizing. We are a church focused on fulfilling its mission of being an Apostolic Center in our region and to other parts of the world.

## **Job Description**

### **Position Summary**

Living Word International Christian Church is in search of a Maintenance/Janitorial Technician who is committed to serving in a spirit of excellence. Serving under the direction of the Building Manager, the maintenance/janitorial technician will be responsible for ensuring the church property is consistently clean, well maintained, and is a welcoming environment for church family and guests. Must be proactive and have an eye for seeing areas where improvement is needed or where steps need to be taken to prevent damage or harm to people or property. Must be able to perform light plumbing, minor electrical, painting, and minor repairs, using hand tools as needed, and general maintenance tasks

### **Essential Duties**

- Ensure the physical church is well-maintained and protected working with contractors – janitorial, security, pest control, landscaping, repair services, etc. to meet maintenance goals.
- Inspect work performed to ensure that it meets specifications and established standards
- Perform or assist with cleaning duties as necessary
- Vacuum and dust offices and common areas throughout the week
- Pull trash from all offices and used meeting rooms daily.
- Ensure lighting fixtures are operating correctly
- Maintain restrooms and make sure restrooms are well stocked with supplies during the week.
- Configure Fellowship Hall and other meeting rooms based upon ministry/event needs. Set up and break down tables and chairs as needed. Set up for funerals and other special events.
- Ensure thermostats are set properly throughout the building for the season and ensuring energy savings
- Run errands as needed to pick up maintenance supplies or for other ministry related needs.
- Complete minor electrical and plumbing repairs and assess when a contractor needs to be brought in, informing Building Manager immediately.
- Alert Building manager when cleaning and maintenance supply ordered are needed

- Ensure worship center is clean and ready to receive church family and guests on Wednesday nights and Sunday mornings

### **Qualifications, Knowledge and Skills**

- Minimum of two years related experience a must
- High School diploma or GED;
- Must be able to lift heavy objects, climb ladders and bend in ways that are generally needed for this type of position
- Painting and Carpentry experience a plus
- Must be flexible and able to courteously pivot when short notice tasks come up
- Must have a valid Maryland Driver's license
- A committed and growing follower of Jesus Christ, able to serve alongside others with spiritual maturity, honesty, integrity, and wisdom
- Affirmation of and alignment with LWICC's values, beliefs, vision and purpose
- A member of LWICC in good standing or willing to become a member within three months of hire
- Able to maintain strict confidentiality
- Spirit of excellence with keen attention to detail
- Willing to learn and serve, responding to request in a courteous, timely, and helpful manner
- Ability to work independently as well as in a team environment

**Requirements:** Position is physically strenuous and requires the ability to stand or walk for long periods of time and endure temperature extremes when working outdoors. Must be able to lift and carry heavy objects. Applicants must submit a cover letter and resume.

**NOTE:** This vacancy announcement conveys the scope, qualifications, and duties of this role; however, it is not an exhaustive list of the responsibilities or working conditions.