



## Seattle First Baptist Church

1111 Harvard Ave | Seattle, WA 98122

### Job Posting: Caretaker

Seattle First Baptist Church seeks a Church Caretaker to begin immediately. This is a nonexempt, 18-hour-per-week position. Specific duties are described in the job description below.

#### Minimum Requirements

Full vaccination from COVID-19 and willingness to wear a mask while on the Church site are required for employment.

#### About Seattle First Baptist Church

Seattle First Baptist Church (SFBC) is an American Baptist congregation and church located in the vibrant heart of Seattle's urban core. SFBC is a church community that seeks to follow the way of Jesus Christ, to be a people of God and to love and care for our neighbors. Faithful to our Baptist heritage, we strive for a world where people are welcomed regardless of, and with respect for, their religious beliefs; where the separation of church and state is vigorously defended; where freedom is a fundamental right that values the dignity of all persons without regard to their race, country of birth, gender, sexual orientation, gender identity, age, religion, or disabilities; and where compassion is the measure of our actions. We encourage and support applicants of underrepresented groups, including black, indigenous, and all people of color.

We are committed to the following values:

- We will go deeper in faith as we do justice, love mercy, work for peace and walk humbly with God.
- We will be present to one another and our neighbors in our personal relationships and by creating venues for engagement where we can learn about viewpoints different from our own.
- We will respect all religions by learning about the beliefs, values and struggles of our neighbors and by demonstrating support for them.
- We will welcome the stranger, including immigrants and refugees, as our scriptures instruct. We will explore how to support their causes and advocate for justice, remembering that many of us are the children of immigrants and refugees.
- We will actively work to recognize and change our own biases and to fight racism, sexism, classism, homophobia, ageism and other systemic prejudices.
- We will protect our environment and support preservation programs that are based on scientific data designed to improve our resources, enhance biodiversity, and reverse human-caused climate change.

## **Additional Information**

The Church is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

For additional information about the church, please visit the church website at [www.seattlefirstbaptist.org](http://www.seattlefirstbaptist.org). The website includes extensive information about the church.

## **Details for Submission of Employment Application**

To apply for this position, please submit a cover letter; resume; and names, telephone numbers and email addresses of three references.

Application packets are currently being accepted and reviewed. The position is open until filled and qualified candidates will be invited to interview at their earliest convenience. Please send your application to [jobs@seattlefirstbaptist.org](mailto:jobs@seattlefirstbaptist.org). Questions about the job and application requirements should be submitted to Church Administrator Darren Hochstedler at [darren@seattlefirstbaptist.org](mailto:darren@seattlefirstbaptist.org).



## **Job Description Caretaker**

### **About the Position**

Direct Supervisor: Facilities Manager

Status: Non-exempt, Regular Part Time Staff (approx. 18-21 hours per week)

### **Essential Functions**

The Caretaker is expected to spend 18-21 hours each week performing the Tasks and Responsibilities stated below and will keep track of hours worked on a time sheet furnished by the Church Administrator.

### **Organizational Relationship**

The Caretaker reports to the Facilities Manager.

### **Tasks and Responsibilities—Schedule**

#### **DAILY** by 8:30 a.m.

1. Check grounds for unauthorized people and work with them or contact police to effect their removal
2. Clean up any trash & drug paraphernalia that has been discarded on the grounds and/or planting strips
3. Clean debris from outdoor entry landings and stairs
4. Check for, and if possible, clean off any graffiti. Advise Church Administrator should additional graffiti cleaning be required.
5. Occasionally perform set-ups or monitor user groups in afternoons/evenings.

#### **EVENINGS** (after 10 p.m. and before midnight) the Caretaker will:

1. Same as 1-5 of Daily Responsibilities
2. Verify that all security lighting is operational. Contact Church Administrator should any lighting need correction
3. Accomplish those items on Checklist for Securing the Building

**SATURDAYS** the caretaker will, in addition to other responsibilities, be the lead building host, set-up, etc. for church events scheduled for the day, (generally, 1 Saturday per month)

**EVERY SUNDAY** morning by 8:00 a.m. the Caretaker will, in addition to daily responsibilities, be available from 8 a.m.-1 p.m. for help with Sunday morning responsibilities under the direction of the Facilities Manager as follows:

### SUNDAY morning Procedures

#### 8:00 a.m.

- Walk the outside perimeter to pick up loose trash and evict campers
- Put out 3 Handicap parking signs on Harvard
- Turn on Sanctuary lights by organ
- Turn on 3 switches in Chapel
- Turn on hall lights at circuit breaker box circuits #2 & 3 by Thrift Store closet
- Open door to copy machine but keep closed the copy room door to the interior offices
- Turn on lights in Fridell lounge
  - Turn on all lights in Fellowship Hall (except for Podium Spotlights)
- Turn on lights in Parlor
- Ensure heat is on for Sanctuary (on a timer)
- Open Kitchen
- Open doors to Choir Room, the Robe room, Room 210 and Room 211

#### 9:30 a.m.

- Open the upper Seneca and Harvard doors

#### Between 12:00 and 12:15 p.m.

- Turn off Sanctuary lights
- Lock upper Sanctuary doors
- Attend coffee hour to help if needed. Check on main bathrooms
- Put away outside signs
- Cover Piano 1:00 p.m.

- Lock Harvard Ave entrance door by the office
- Make sure office area closed up

For Jazz Vespers; (1x month)

- Move communion table to left side (as you face the altar)
- Move Podium to right side.
- Connect microphone to side floor jack
- Nighttime Security Walk-through Routine (Between 10 p.m. and Midnight)
- Check every room to make sure they are clear of people. Turn all lights off and lock all doors.

SUNDAY evenings in addition to evening responsibilities, Caretaker will:

Set-up for and lock up after any events between the hours of 3 p.m. and 10 p.m. (generally 2 Sundays per month including Jazz Vespers)

REMAINING WEEKLY HOURS. Additional Responsibilities. Caretaker spends remaining weekly hours accomplishing the following tasks:

1. Pruning & weeding of all church grounds and parking strips around building (gardens are maintained by paid gardeners)
2. Watering of landscape as necessary
3. Leaf removal from lawn, walks, porches, and parking areas as necessary
4. Snow removal from porches, steps and sidewalks as necessary
5. De-ice application to slippery areas as and when necessary
6. Assist with major church holidays and events such as community picnics, church wide clean-up days, etc.

*Please note: Full vaccination from COVID-19 and willingness to wear a mask while on the Church site are required for employment.*

**Terms**

1. Free use of one-bedroom apartment suite located in church building in exchange for workmanlike performance of the Tasks and Responsibilities.
2. Utilities included are water, sewer, garbage, electricity, and gas heat

3. Free use of washer/dryer on the property is included
4. Four weeks of vacation annually. These days will be mutually agreed between Caretaker and Church Administrator
5. Budget of \$1,000 (first year) and \$500 thereafter for improvements to Caretaker apartment  
Improvements of a substantial nature, such as painting or alterations to the property, require written permission of the Church Administrator

**Personal Housing Responsibilities of Caretaker:**

1. Caretaker's apartment will be kept clean and in good repair. The church will pay for needed upgrades, to be determined by the Church Administrator. When possible and within the scope of the caretaker's abilities, the Caretaker will perform the maintenance and repairs.
2. No roommates allowed (overnight guests allowed on an occasional basis)
3. No smoking in building. No illegal drug use. No cooking or strong odors on Sunday mornings and other times when sanctuary is in use.
4. The caretaker may NOT be a member of the church.
5. No pets.
6. No subleasing or assigning this tenancy.

**Evaluation:**

1. The Caretaker will meet with the Church Administrator and Facilities Manager weekly at a mutually agreeable time.
2. The position is for one year and may be renewed at the option of SFBC.
3. The first 60 days will be a probationary period, at the end of which both parties will review the suitability of continuing the working relationship.
4. Performance reviews will be conducted by the Church Administrator at 90 days and thereafter annually.
5. The Personnel Committee will annually review adequacy of compensation based on fair market rental value of apartment. By accepting this employment, Caretaker agrees that the value of the performance of the Tasks and Responsibilities is commensurate with the benefits being afforded the Caretaker by SFBC