



Tri-Village Position Description

Title: Evening Maintenance/Facility Closer (Part-time)

Reports to: Facilities Coordinator

Responsibilities:

- The primary objective of this position is to help with maintenance and other janitorial needs after in the evening and provide lock-up of the facility. It is to be considered an ad hoc position, based on demands and use of the facility. Hours may vary during each week. The Facilities Coordinator will implement hours of work and responsibilities based on need and skill/experience of person(s).
- This position is one which requires flexibility in responsibilities and hours. The basic responsibilities include but are not limited to securing the building during the evenings, helping with janitorial needs, and doing small maintenance work on items that may need them.

To Apply:

To apply, email the application at the bottom of this page to AlisonSprinkle@tri-village.org. Upon hire, a contract will be extended, contingent upon a criminal background check (for those age 18 and over) that is approved. Email AlisonSprinkle@tri-village.org with any specific questions.

Application for Position of *Part-time Janitor*

Instructions: This application is to be completed and returned to Facilities Coordinator Alison Sprankle (AlisonSprankle@tri-village.org). If you would have questions about the job, please contact Alison by email or phone, 740-927-8731 (ext. 111).

Name _____

Telephone (____) _____ - _____

Address _____

City _____ State _____ Zip _____

Are you a member of the Tri-Village Christian Church? Yes No

What questions to do you have about the job? (Please write them below.)

Is there any reason you would be prevented from minor lifting (such as moving chairs, tables, etc.)?

Have you read, understood, and accept the responsibilities of this position contained within the job description?

Yes _____ No _____

Signature: _____ Date: ____/____/____