

# BERKELEY FELLOWSHIP OF UNITARIAN UNIVERSALISTS

## SEXTON/CUSTODIAN

The Berkeley Fellowship of Unitarian Universalists is seeking a Sexton/Custodian.

BFUU is an open and dynamic Unitarian Universalist congregation that plays an important role as a progressive activist spiritual community in the heart of Berkeley.

**Hours:** 20 - 24 hours per week

Sunday Mornings: 4 hours TBD

Mon-Thurs Evenings: 6-10 PM

**Compensation:**

\$15.00 per hour (starting wage)

Benefit package offered.

### **Job duties include:**

Duties are mainly custodial, security and customer service in nature. An ability to make small repairs on the Fellowship property is a plus.

- 1.) Act as liaison between room users and BFUU staff.
- 2.) Open & close rooms for room users as needed.
- 3.) Lock doors in both buildings at the end of the evening.
- 4.) Be available for room user questions concerning facilities.
- 5.) Be familiar with location of all furniture & equipment that room users may need.
- 6.) Communicate with Event Space Coordinator and Office Coordinator through the use of a daily log, noting normal and irregular activities in and around BFUU facilities.
- 7.) Unclog toilets when needed.
- 8.) Call Building Manager in case of emergency.
- 9.) Call BPD if needed in case of intrusion or threats to people or facility.
- 10.) Custodial duties include:

- cleaning bathrooms

- sweeping

- mopping

- dusting (includes cobwebs)

- emptying trash

11.) Sunday morning duties:

#### **In Hall:**

- Sweep & mop before staff or members arrive;

- Sweep & mop again after services

- set up chairs for Sunday service

- clean bathrooms & kitchen before 9:30am

- supply paper products before & after services as needed

- help set up tables as needed

- stack chairs & put tables back after services

- recycling & compost receptacles

- washing & putting away dishes

- general cleaning as needed

- replenish paper products as needed in both buildings

- take out trash, recycling, compost before & after services

#### **In 1606 Bonita Ave.:**

- Clean cobwebs & stairwell

- mop, sweep, dust in rooms not in use

- supply paper products as needed

- assist renters as needed

Room set up is self-service: users are responsible for returning the room to the state it was upon entering. They may move furniture around as long as it is replaced. They are not required to sweep and mop, but must clean up any messes they make.

BFUU is an Equal Opportunity Employer.

Applications are now being accepted. Please completed online application at <https://form.jotform.com/81305890784161> or send your resumé to: [jobs@bfuu.org](mailto:jobs@bfuu.org) or  
BFUU Personnel: Sexton Position 1606 BONITA AVE BERKELEY CA 94709